

GUIDELINES TO PREPARE POSTER

Introduction

More researchers are using posters to communicate their findings to colleagues at internal discussions or at professional meetings. Indeed, poster sessions are the primary way that undergraduate, postgraduate, and advanced students exchange information at many meetings. Posters are displayed for several hours or days, thereby allowing professionals to exchange information rather than merely present data. Posters have become popular forms of communication at conferences, and considerable space may be set aside for them. Often there are designated time periods for the authors of posters to be on hand to answer questions.

What is a POSTER?

Posters are written summaries of papers and are organized like a research paper. They announce new results, contain few details, and should be visually interesting to help attract the target audience (in this case your peers, faculty, and associates you engaged with).

A poster is usually allotted about 1.2 m X 2.5 m of space. Pattern your poster after the most effective posters that you see at a poster session at a professional meeting. Use simple writing to highlight your most important data and conclusions. From the audience's perspective, browsing through a poster session offers a pleasant interlude and allows for more extended, informal discussions between a researcher and those interested in his or her work.

Since you have a poster presentation of your own work scheduled, the following points may assist you in preparing a POSTER.

Follow guidelines closely

Posters, like orally delivered papers, must be formally accepted for presentation. Think of the abstract for review and feedback, beforehand. It makes little sense to spend large amounts of time preparing a poster until, first, it has been accepted, and, second, you have a clear sense of what is actually required.

Print the title in letters at least 3 cm high, the author's name about 2 cm high, and the text in letters about 4mm high.

A stand may be supplied to presenters, so it may be easiest to bring with you the various components of the display and assemble them on site.

Use a simple and logical organization

In many ways, the format of a poster can be similar to that of a written or orally delivered paper. Start with a specific statement of the “problem,” followed by brief mention of materials and methods, presentation of your findings/results, and in the end concluding section. If you cite other literature, do so sparingly. Your design should invite the reader to start at one place and proceed logically according to a particular sequence. For example, materials can be arranged on the display board so that they are read from left to right, or from top to bottom. Do not forget the importance of a specific (and compelling) title.

Focus on the main points. Remember both the advantages and the constraints of a visual format

We want you to assume that most readers of posters don’t have any patience or the interest to stand around reading dense chunks of text. Accordingly, keep written portions to a minimum.

A poster should be highly visual with an attractive, uncluttered appearance. Focus on the most important ideas, and present them as simply as possible. Supporting points and details will have to be saved for informal discussion and, later, for publication.

Use graphs and tables to highlight only the major points, trends, or relationships—not to pack in lots of data. Headings, labels, numbers, and text should be easily readable from at least several feet away. Consider using lists of numbered or bulleted points, rather than paragraphs of text, to summarize results or conclusions.

Don’t forget the potentials of photographs or other types of illustrations, BUT make sure you have necessary permissions.

Finally, unless you have access to the proper equipment and are skilled in using it, consider getting professional help in preparing your visual materials. Alternatively, keep aside or block large portions of time to learn using of technology and software, and to avoid any last minute “failures” or disappointments.

Prepare in advance for questions and informal discussion

As with an orally delivered paper, try to anticipate some of the questions you may be asked and prepare for them by writing out notes or composing more details on your study. Write down your name and academic address (your major and name of the Centre/ Department/ School as maybe the case). Some authors of posters also bring reprints of papers they have written on similar topics. If your poster is well prepared, it will attract

others working in your subject area and may even engage people with peripheral interests. You may learn a great deal from thoughtful readers of your poster.

Concluding thoughts

A poster presentation conveys an author's original, unpublished findings visually, through a selective assemblage of illustrations (such as graphs, tables, and photographs) that are carefully integrated with a small amount of text. All these materials are affixed to a poster or display board.

Your classmates, faculty and staff of your school, and others will be present to view your POSTER. You may also invite your friends, colleagues and others to share your results/findings.

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