

# SOUTHEASTERN PSYCHOLOGICAL ASSOCIATION

## Instructions for Poster Presentations

Instructions for preparing a poster are indicated below.

Display boards and thumbtacks will be provided by SEPA and placed in the designated meeting room. Your place among the poster boards will be indicated by the number designating your poster in the SEPA Convention Program, e.g., 1-1, 1-2, 1-3 etc. The first number denotes the session in the SEPA schedule. The second number denotes the poster board where the item is posted. You should plan to place materials on your assigned poster board either immediately preceding or at the starting time indicated and to remain for the entire scheduled time.

### Preparation of Posters

The poster surface area is about 4' high and 6' wide. At the top of your poster space prepare a label indicating (a) the title of your paper and (b) the authors. The lettering for this section should not be smaller than one inch. A copy of your abstract (300 words or less), in large typescript, should be placed in the upper left corner of the poster board. Do not mount illustrations on heavy board because these may be difficult to keep in position on the poster board.

### Tips on Making Posters

Remember: This is a presentation at a professional meeting.

Bear in mind that your illustrations will be viewed from distances of 3' or more. All lettering should be at least 3/8" high, preferably in bold font.

Charts, drawings, and illustrations should be kept as simple as possible. Black coloring can be useful to add emphasis and clarity. Avoid unnecessary details and "artsy" or overly ornate presentations. Captions should be brief; labels should be few and clear. It is appropriate to prepare a single large sheet to be tacked to the poster board (but not required).

The viewer is helped if you indicate (by number, letters, or arrows) a preferred sequence that might be followed in studying your material.

Ideally, the poster should be self-explanatory so that you are free to supplement and discuss particular points raised by inquiry. The poster session potentially provides a more intimate forum for informal discussion than a regular paper presentation. However, this becomes difficult if you are obliged to devote most of your time to explaining your poster to a succession of visitors. You might find it useful to have on hand a tablet or sketch paper and suitable drawing materials. PLEASE DO NOT WRITE ON THE POSTER BOARDS.

Bring some copies of your abstract (with your contact information), so that interested people may request the entire paper later.

**COPIES OF YOUR PAPER AND ALL ILLUSTRATIVE MATERIALS MUST BE PREPARED PRIOR TO THE CONVENTION. SEPA DOES NOT HAVE REPRODUCTION FACILITIES AT THE MEETING. PROJECTION EQUIPMENT WILL NOT BE PROVIDED IN THE POSTER SESSION ROOMS.**

**Your materials MUST be removed from the poster board at the end of the poster session.**

## Summary of guidelines

1. Provide a lightweight sign containing title of paper and name(s) of author(s) to identify your presentation easily.
2. Prepare and bring to the meeting all illustrations needed for your presentation — figures, tables, photographs, etc. **SEPA DOES NOT have reproduction or graphic facilities at the meeting.**
3. Mount your sign and illustrations on the poster board with thumbtacks. (Note: a single large sheet may also be used.)
4. Post a copy of your abstract.
5. Bring some copies of your abstract, with your address, so that interested people may request the entire paper later.
6. Please **DO NOT** write or paint on the poster board.

### **POSSIBLE ARRANGEMENT OF A POSTER**

