POLICIES AND GUIDELINES FOR IN-PERSON POSTER PRESENTATIONS
GENERAL INFORMATION

MEETING OVERVIEW

The Annual Meeting of the Association for Information Science and Technology is the premier international conference dedicated to the study of information, people, and technology in contemporary society. The ASIS&T Annual Meeting gathers leading scholars and practitioners from around the globe to share innovations, ideas, research, and insights into the state and future of information and communication in play, work, governance, and society.

The Annual Meeting will be a fully face-to-face meeting, and no virtual or recorded presentations are permitted.

ABOUT ASIS&T

For 86 years, the Association for Information Science and Technology (ASIS&T) has been the leader in keeping information professionals, information research managers, librarians, records managers, and others who "bridge-the-gap" between the present and future, between research and application, and between developer and user. ASIS&T helps its 2,000 members and conference attendees meet the challenges of today and prepare for tomorrow.

WHO ATTENDS?

The ASIS&T Annual Meeting is the preeminent global gathering of information science researchers and professionals in the world. The meeting draws an extremely targeted audience of more than 400 information science researchers and practitioners from around the world.

EDUCATIONAL SESSIONS

- Workshops are held on Friday and Saturday, 27-28 October and require a separate fee. There will be one virtual workshop on 7 October.
- Sessions are held throughout the day on Sunday-Tuesday. Sessions vary in length as noted in the meeting app and the *Program Book*.

PRESENTER INFORMATION

- If you find you are unable to present your poster in person, please arrange for a coauthor to present, and please email us right away so we can update the program . If neither you nor your coauthor are unable to attend in person, present the poster, please let us and we will withdraw your poster from the program. Email us at meetings@asist.org
- All in-person posters will be displayed in **the Chablis Ballroom, Ground Level, Novotel West Hotel on either 29 Sunday or Monday, 30 October. Please check our website under the program tab for the poster sessions to confirm which day your poster is scheduled.**
- The poster room will not have projection equipment or electrical outlets.
- In late August, you will receive an email from CrowdCompass, our provider of our meeting app. The email will contain a link for you to access your speaker profile so you can upload your photograph (optional) and biographical sketch into our app. Please do so right away so your information is there for registrants to access. If you don't wish to use the app, please email us your biographical sketch as soon as possible so we can upload it to the app. If you don't receive the email from Crowd Compass by 6 September, please let us know right away via email to meetings@asist.org.

# GUIDELINES FOR IN-PERSON POSTER PRESENTATIONS

- Posters have been assigned a poster number which corresponds with the listing on the ASIST website, in the conference agenda, and in the app. You can find your poster number on the website and it is also in the document emailed to you with these guidelines. The list includes all of the posters in both sessions. Be sure to include your poster number on your poster as noted in the example below.

- Look for your poster number mounted on your assigned board in the room.

- **POSTER DISPLAY** You will mount your poster on your assigned board between 8:30 AM-10:00 AM on the day your poster will be presented. There will be one poster mounted per side on each board. Push pins or Velcro will be provided. The total board size is1940mm W x 880 mm H (6'Wx3'H). Your poster can't exceed 1940mm X 880mm H or 6' W x 3'H. The layout must be landscape.

- Your poster needs to be mounted and ready for viewing by 10:00 AM on the day of your presentation only. We are allowing posters to be viewed from 10:00 AM until the time the Poster Session begins at 5:45 PM. You do not need to be present during the viewing.

- At least one presenter needs to be in front of your poster not later than 5:30 PM to be ready to discuss your poster with attendees when the session begins at 5:45 PM.

- Ideally, your poster should be self-explanatory so that you are free to supplement and discuss particular points when asked. The Poster Session provides an opportunity for informal discussion, but this becomes more difficult if you are obliged to explain the basics of your poster to each viewer.

- You will need to remove your poster when the session concludes at 6:45 PM.

The Poster Layout

- The poster board surface area is 1940mm wide x 880 mm high (6'W x 3'H) and will contain the poster number assigned to your poster so you will know which board to use.
- There will be one poster displayed per side of the board, so your poster can't exceed the published size above. The layout must be landscaped.
- Identify your presentation by posting a lightweight sign at the top of your poster space, containing the number assigned to your poster, the title, and the name(s) of the author(s). The lettering for this section should be at least 1" high. You can print this information on your poster if you prefer.
- A copy of your abstract, in large typescript, should be posted in the upper left-hand corner of the poster board.
- Photos of slides or hand-drawn charts and illustrations similar to slides may be individually arranged on the poster board surface, using push pins or Velcro provided by ASIST in the poster room. Please note these items are to be shared by everyone.
- You may also arrange your presentation on lightweight construction paper ahead of time and mount the whole layout with four push pins or Velcro.
- Prepare and bring with you all illustrations needed for your presentations, i.e., figures, tables, schemes, equations, etc.

Suggested Poster Arrangement

Insert poster number:
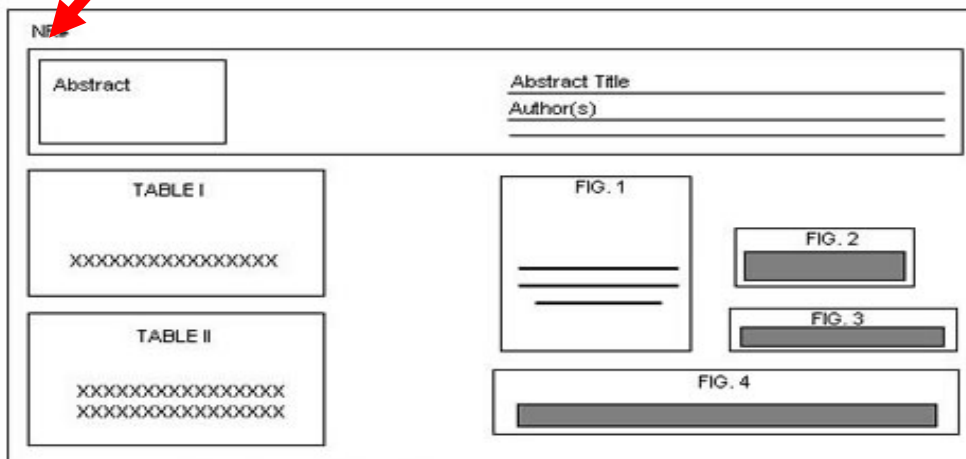
Tips on Preparing Posters

- Bear in mind that your illustrations will be viewed from distances of 3 feet or more. All lettering should be at least 3/8" high, preferably in bold type.
- It helps the viewer if you can indicate (by numbers, letters, or arrows) a preferred sequence that might be followed in studying your material.
- Try to keep everything simple, avoid "arty" or overly ornate presentations. Block coloring can be useful here to add emphasis and clarity. Preferably, captions should be brief and labels few but clear.