

## ATIA 2024 Poster Presentation Guidelines

**Location:** Poster section of the Exhibit Hall in the Crystal Ballroom.

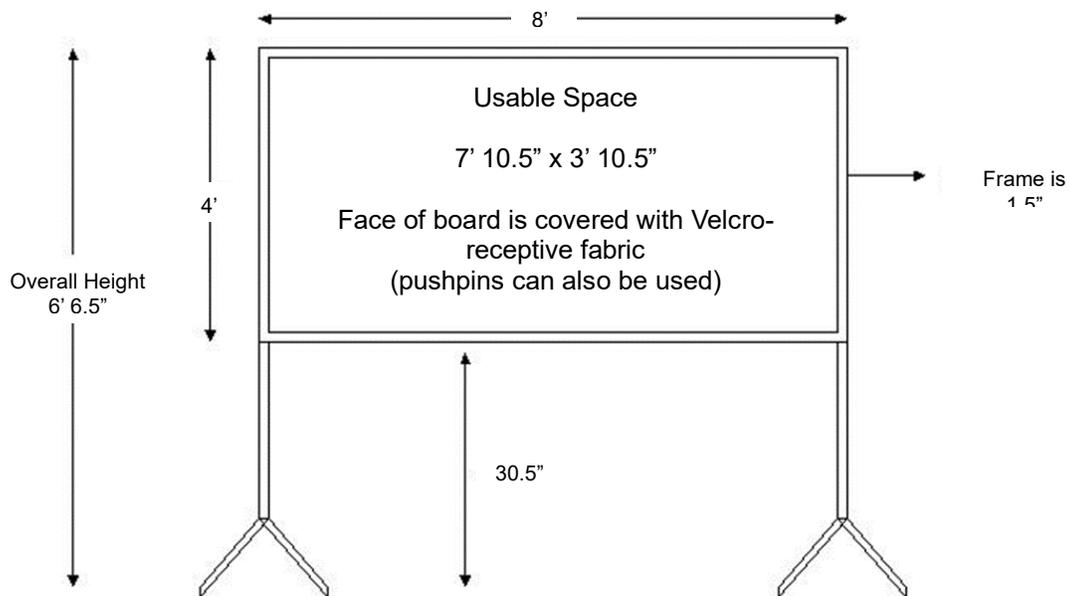
**Time:** Thursday, January 25 and Friday, January 26 from 3:00pm – 4:30pm. Plan to be available to present your poster for the entire hour and a half.

**Set-up:** Speakers are able to set up their poster materials from 2:00pm – 3:00pm on the assigned day of their poster presentation.

### Materials provided by ATIA:

- 8ft wide by 4ft tall poster board
- Push pins
- 1 chair (upon requested)

4' x 8' Posterboard - double sided



**Alt Text:** A diagram of the 8 ft. wide by 4 ft. high poster board with 7 ft. and 10.5 in. wide by 3 ft. and 10.5 in. high of usable space available. The frame is 1.5 in.; the overall height of the board is 6 ft. and 6.5 in., with the legs of the board measuring 30.5 in. The face of the board is covered with a grey, Velcro-receptive fabric. Pushpins can also be used for hanging presentations.

### Speaker's responsibility:

- Poster and/or other materials to display on the board.
- Handouts to give out to attendees (optional)
  - Also, optional to upload handouts or other materials via the Speaker Service Center to attendees to access through the Session Directory
- ***Optional:*** We encourage speakers to consider creating and including a QR code for attendees to access any online references or resources as appropriate with their poster materials and handouts

### **Advice from a past poster presenter:**

“I have done a few posters through the years. I prefer one of two formats; each has pros and cons:

1. Print one large poster on a poster/banner and put it in an architecture tube for travel.
  - a. Pro: 6 tacks and 2 minutes is all it takes to get the display ready.
  - b. Con: does not pack well for a plane, easy to forget in the overhead bin.
2. Print PowerPoint slides in color and arrange in an easy-to-follow order on the board. Number them or have arrows for flow.
  - a. Pro: easy to pack, can easily print it again if needed
  - b. Con: not as ‘pretty,’ takes longer to put up and take down.

I usually have a single page handout or a URL that viewers can access to get more information. It is also nice to have some way to share your business card, either on the board where people can photograph, or on some sort of rack you can attach to the board for them to take away. You can make a disposable one out of light weight cardboard or use a small envelope.”