

A Poster Session Guide

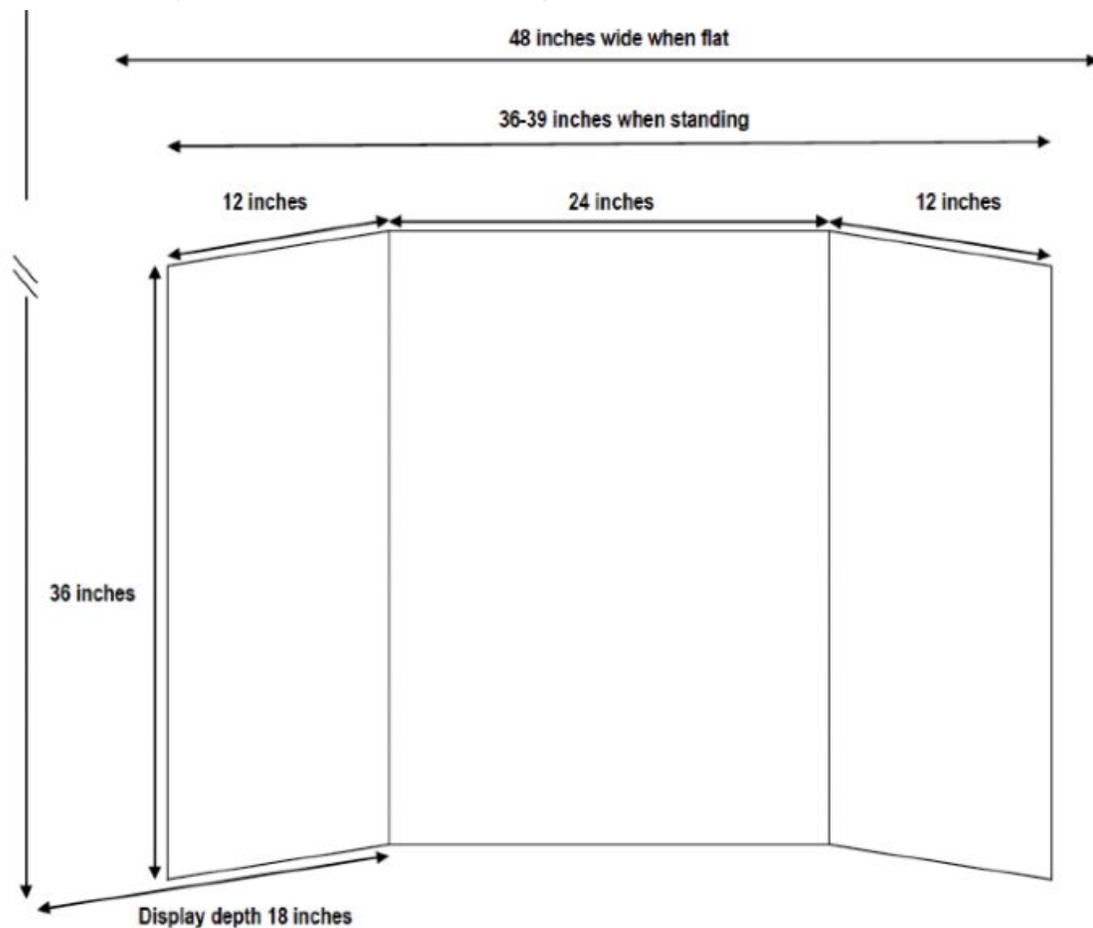
Are you considering submitting a poster proposal, but are not entirely sure what it entails?

Poster sessions offer a valuable opportunity to connect with a number of colleagues across many disciplines while viewing summaries of recent research. As a poster session presenter, you should consider how to best present your work to colleagues from outside your discipline. You may do this visually, on the poster itself, and/or by offering small demonstrations, activities, handouts, or other take-aways. Posters are presented simultaneously in one-hour sessions; attendees will wander through the hall and browse the information being offered.



Here's how it works...

1. Submit your proposal [here](#): describe what you're interested in sharing at the conference.
2. Once your poster is accepted, you'll receive a confirmation email from Maya (ACMHE conference coordinator) offering you a choice of presenting on Friday, November 8th or Saturday, November 9th: take your pick!
3. Prepare your presentation materials and have them printed to fit a 36" x 48" tri-fold poster board (which will sit on a 3' x 4' table top space). **We will give you the poster board at the conference; don't worry about bringing one.** If printing a 36" x 48" poster is not cost effective or convenient, you can use multiple smaller printouts. You might even be able to [print on fabric](#) to make transportation easier.



Note: You don't need to put your poster abstract (submitted on your proposal submission form) on your poster. We will include your abstract in the conference program so that attendees know what to expect from your poster.

4. If you're travelling with your materials in a mailing tube or poster tube, airline staff will often allow you to carry it on the plane as an extra item in the overhead bin. If you wish to print your materials in Amherst, we recommend [Collective Copies](#) (in downtown Amherst) and [Paradise Copies](#) (in Northampton, MA) for oversize printing. Note that they may need a turnaround time of at least one business day. There is also a nearby [Staples](#) with printing and UPS shipping services.
5. Upon arriving at the conference and checking in to get your name badge and other conference information, mention that you are a poster presenter and we will provide you with your table number, tri-fold poster board, and glue sticks, tape, and other materials to adhere your materials to your poster board. Complete your poster at your convenience.
6. During a morning break or lunch period before your poster session, find your table in the CCA, set up your poster, and put any finishing touches on your display. Note that audio-visual equipment is not available and access to outlets cannot be guaranteed. Tables will not have tablecloths. Chairs will be available.
7. Engage your fellow participants as they browse the poster session. Can you offer your poster-browsers a brief overview of your work in about 3 minutes or less? Bring your business cards to share, and/or small handout-sized versions of your poster!

If you have any additional questions, we will be happy to help you:

**Maya@contemplativemind.org or
Carrie@contemplativemind.org**

P.S.: Looking for tips on poster design & ideas for getting more out of a poster session?
Check out [this](#) or [this](#).



The Annual ACMHE Conference
www.acmheconference.org