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Date: Wed, 6 Jul 2005 20:07:29 -0400
Subject: Poster Templates

Congratulations on your chance to participate in the first scholarly concurrent poster presentation at POD. We are going to make a big to-do about your presentations, so look forward to an enthusiastic and appreciative audience.

I have attached a poster template created by professional graphic designers at the University of North Dakota Medical School. Follow their advice, or the other advice available on the web and you will have little trouble adapting to this new format.

I know that this venue is unfamiliar to some of you, but I would like to assure you that you were not assigned to a poster session because your proposal was 'second rate.' To the contrary, we are excited about the quality of the proposals and high caliber of the presenters. We know that this group will make POD proud for integrating new venues in the new century.

Posters are increasing at social sciences conferences as well. Advances in technology and the widespread availability of poster printing facilities on most campuses has spawned the growth of high quality posters.

Posters have a long history at scientific, health professions, and engineering conferences and are widely accepted as legitimate conference presentations to be included on your academic vitae.

Since posters were introduced at my social science disciplinary conference over 10 years ago they have become one of the most popular formats and the poster sessions are the social hub of the conference.

Presenting posters is far more fun and rewarding than a concurrent session because you get to talk to many more people about your work!

Advantages of Poster Presentations:

--Large Audience, Low Competition

Poster sessions are scheduled to last longer than other sessions so that everyone will have a chance to visit--which means you are not in competition with other sessions for participants.

--Intensely Interactive

This venue is the epitome of POD's interactive session philosophy. You have a chance to interact with every visitor, with none unintentionally excluded, unlike in sessions with 40-100 participants. Posters are ideal for presenting research results and getting immediate feedback.

--New Ideas and Out-of-the-Box Thinking

Posters are ideal for presenting information about topics new to the POD membership. They are great opportunities for folks less familiar with POD traditions and topics to present their take on instructional development. Plus, new members will get to meet face-to-face with the leaders and legends of POD.

POSTER DISPLAY & SETUP

We have selected a room that is at the center of the meeting rooms. So folks can easily pop in when they have free time between.

Each poster display board is double-sided and will display two posters. They are typically 4'high X 8' long and fabric covered. Please bring pins to hang your poster.

Each display board will have a table for extras such as small photocopies, your laptop, or even a bowl of treats (really, I've seen people do this).

Each poster display board will have a number that corresponds to numbers assigned to each poster in the conference schedule. This will make it easier to find you and lets us arrange mini-symposia of posters with related topics.

Sorry, no internet connections will be available in the poster room.

Again, I am excited that you have been offered this opportunity and I look forward to talking with each one of you at the sessions.

Please do not hesitate to ask more questions or request help in preparing for your session.

Angela

Date: Thu, 21 Jul 2005 18:43:12 -0400

Subject: More POD poster info

Folks,

I just learned the poster display board dimensions. They will be 4'x8' (48x90"). You may make your poster any size within these maximum limits.

I'm attaching another useful document about creating posters. It contains information about the settings for printing as well as basic info about creating text boxes and setting colors. The first page of the document has some information that is specific to the particular organization, but is useful when you consider where you will print your own poster (it lets you know what to ask!).

The maximum paper size you can set in Powerpoint is 56x56 inches. This is fine if you plan to print your poster in pieces (e.g. 3 strips of 30" wide x 48" high). If you want to print it in a single piece 48x96" piece, you would need to set the page size at 24x48" and request that the poster be printed/scaled at 200%. Check with the copying/printing office on your campus or at a copy center to find out the width of their paper stock and how much they charge per inch.

The printer's paper WIDTH determines your maximum poster HEIGHT (because poster paper comes on a big roll). They will rotate the image before printing (i.e. they will print it from side to side rather than from top to bottom). Many print centers will print a test-strip (a sample slice of the poster) or a small poster 'proof' so that you can check the colors and fonts (proofs and strips usually cost \$ as well, so be sure to ask).

I would recommend that you embed your fonts in your Powerpoint document to preserve the fonts. To do this, go to the Edit menu, select "Save As." In the top left of the dialog box you'll see a "Tools" drop-down menu, click on "Save Options" in the lower section, click the box that says "Embed TrueType Fonts." I had some trouble when I once had to print a poster at a copy shop that didn't have the same fonts I used. If you want to know more about embedding fonts, click the question mark in the upper right corner of the dialog box and look under "Save" in the list that pops up).

Finally, I **strongly** recommend that you do not wait until the last minute to get your poster printed, especially if you have never printed a poster before.

Trust me on this, I have been there and it can be costly!

Angela