



Poster Presentation Guidelines

POSTER PRESENTATION PROCEEDINGS

Only posters created with PowerPoint will be accepted (with very few exceptions). Those with viable exceptions should contact Katie Hamel (khamel@scisoc.org) to make arrangements. Complete instructions on how to build a poster using PowerPoint are available on this website. Be sure to read the instructions.

Note to returning presenters: Poster size requirements have changed from previous years. Please read the following guidelines carefully.

Submission of Presentation

Name the file with your presentation number and last name (e.g., M-002_Smith.ppt) prior to forwarding it to your session moderator. If your file is larger than 5 megabytes, please contact your session moderator to make arrangements for receipt of the file.

Presentation format queries should be directed to:

Katie Hamel
Master Brewers Headquarters
Email: khamel@scisoc.org

THE PRESENTATION

Display Facilities

- Standing poster boards will be provided.
- To fit comfortably two-to-a-board, posters should be no larger than A0 size (33.1 inches [84.1 cm] wide x 46.8 inches [118.9 cm] high).
- These poster boards will be felted, and push-pins will be provided on-site to assist in attaching your poster. Presenters do not need to prepare their poster for attachment.
- Electrical outlets will not be provided in the poster presentation area. The poster area is sufficiently lit, so no spotlights are required.

Preparation of a Poster

- The official language for the posters is English.
- Prepare the poster on material that is lightweight. The material can be on one sheet so that it can be rolled up for easy transport or on separate panels for individual mounting.
- Posters should be readable from a distance. For adequate visibility, it is recommended that headers be sized at least 48 points, and body text at least 20 points.
- You may prepare handouts for distribution at the meeting. The handouts should be directly related to the topic of the poster and may not contain any advertising. Note that there will not be a surface to place your handouts on, so you will either need to carry them or have your own means of attaching them to the poster board. Extra Velcro can be provided, but please be mindful of space, as two posters must fit on one panel of the poster board.
- Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by enquiry. It is your responsibility to include the poster number, poster title, author(s)

name(s), and their affiliations. A template complete with Master Brewers logo and space for your poster number, title, authors, and author affiliations is available on this site. This is the approved poster format. It may also include:

- Diagrams and charts
- Reaction schemes
- Tables recordings, graphs, etc.
- Photographs
- Written text, such as abstract or summary, introduction, method, results, and conclusions
- Some effects that may be used in a poster include:
 - Colors (very effective in diagrams and charts)
 - Transparent overlays
 - Samples of materials, models, etc.
- Arrange the material in main sections, each of them without too many details but with a common thread.
- Complete instructions detailing how to build a poster using PowerPoint are available on this site.
- **Returning presenters:** The provided template is at full size. When using the poster template, you will NOT need to print at 200% as in previous years.

Poster Layout

- On the top right side of your poster please include your poster number, which you will receive from headquarters or your moderator. This number will also be identified in the program, so people that have an interest in your poster can easily find it.
- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc., for identification.
- Company (including non-profits) or university logos may be displayed in the lower right corner of the poster. Logo size on the final poster can be no greater than 3 inches (7.5 cm) high and 3 inches (7.5 cm) wide. No other commercial activity or advertising may be displayed on the poster. Not complying with this rule will result in the poster being removed.

Recommendations

- Font styles: Arial, Verdana, Times or Times New Roman, Garamond, Georgia, Symbols (math equations only)
- Font sizes:
 - Title: sans serif, 48 pt
 - Subtitles and Section Titles: sans serif, 36 pt
 - Main Text: serif font, 24 recommended, no smaller than 12 pt
- Text design:
 - Avoid shadow, emboss, engrave, or underline formats for text
 - Keep text horizontal
 - Use several columns
 - Use lines or reasonable gutter spaces between columns
- Image format: .wmf; .jpg; .bmp; .gif; or .tif.
- Image resolution: 300 pixels per inch