PROFESSIONAL POSTER PRESENTATIONS
ARCHIVES 360˚
August 22 – 27, 2011
Hyatt Regency Chicago

Thank you for agreeing to share your knowledge and perspectives with archivists and students from around the country via a graduate student poster presentation at *ARCHIVES 360˚*! Following is some information that will be useful to you as you develop your poster and plan your meeting schedule. If you haven't done so already, register online at http://www2.archivists.org/conference/2011/chicago. **Poster presenters are required to register for the conference.**

Posters that have been reviewed and accepted by the 2011 Program Committee will be displayed during the peak hours of the conference. Details on exact location and setup/teardown times will be forthcoming.

Presenters are expected to be with their posters to discuss them with viewers during the following times:

- Thursday, August 25, from 9:30 am to 10:00 am
- Friday, August 26, from 2:30 pm to 3:00 pm

You should also feel free to stand by your poster in between sessions and to make appointments with individuals to discuss the work represented by your poster.

Setup and dismantling / removal of your poster is your responsibility. Details about where and when to set up your posters will be provided as the meeting draws closer. Poster presenters are responsible for their own poster construction costs. However, the *ARCHIVES 360˚* Conference Office will provide the following standard materials:

- A blank white piece of foam-core board, measuring 32 inches by 40 inches;
- An easel on which to display the board; and
- Push pins and tape that you can use to affix your materials to the board.

You may display supplementary material that is relevant to your presentation (including business cards), but the *ARCHIVES 360˚* Conference Office will not store or secure it for you and we are unable to provide tables for poster presentations. Laptops are permitted, but cannot be secured. No outlets or Internet connections will be available.

Following are some general tips that you may wish to consider as you prepare your poster presentation:

- Graphical elements should be emphasized when appropriate and possible. Graphs, charts, tables, photographs, and illustrations are particularly appropriate for a poster presentation.

- Lettering should be simple, bold, and easily legible from a distance of 4 feet. Use no more than two or three fonts, and keep font sizes between 16 and 48 points.

- Poster content should be divided into appropriate sections, such as: title, author(s) and affiliation(s), abstract, methods, results or data, and conclusion or summary. Headings above each poster section should indicate its contents and identify the appropriate sequence in which to view the poster. If necessary, use clearly visible numbers, letters, or arrows to assist the viewer.

- Written material should be concise. Save nonessential but helpful or interesting secondary points for discussion with your viewers, or create and distribute an information sheet that expands on your topic.

- Printed conclusions should permit viewers to focus on a concise statement of your central findings and should spark informal discussion (if applicable).

Thank you for your participation in
ARCHIVES 360°!