Poster Presentation Guidelines

A. General:
1. A poster presentation is an organized bulletin board so research data, case studies, innovative technologies and facility information can be presented with a one-to-one communication method.
2. Therefore, please pay attention to the following guidelines to ensure a successful presentation of your work and an enjoyable experience with a dynamic and powerful form of technical communication and presentation.
3. Please make sure you attend the poster session(s) and presentation time which is identified in your confirmation notification.
4. Must submit a PDF version of your Poster to be reviewed by the Poster moderators by the deadline provided in your confirmation notification.
5. Poster setup and take-down dates and times will be sent to you approximately one week prior to the conference.

B. Dimensions and Fonts:
1. Poster backboards (provided by AMTA/AWWA) are free standing, approximately 44 inches (Vertical/High) by 90 inches (Horizontal/Wide) (112 cm by 229 cm), typically grey in color. You will be given one side of the backboard for your poster.
2. Your poster should be slightly smaller and in no case larger than the backboard. Backboard typically has 1 inch (2.5 cm) frame around all sides.
3. Your poster can be made of up to maximum of 4 units (for ease of printing and shipping); however, our preference is a single continuous poster.
4. Please do not use fonts less than 0.5 inches (1.3 cm) in the text, so the audience can read all text from a distance of 6 feet. All labeling on figures should be at least this large (and generally larger).
5. There are many professional poster preparation and printing services to choose (not required or supported by AMTA/AWWA), such as www.onlineposterprinting.com, www.psprint.com, www.posterpresentation.com, www.postergenius.com, www.posterprintfactory.com, etc.

C. **Poster Organization and Content:**
   1. Use of pictures and graphs are strongly recommended so the audience can extract the essence of your hard work in a short time.
   2. Organize the poster content in an orderly fashion for a logical flow top to bottom or left to right.
   3. Block and subtitle the parts of your poster as you would a paper.
   4. A summary of results and/or conclusion will help the reader better understand and remember your work.
   5. You can have handouts, supplementary texts, or abstracts available during your poster presentation time. Please do not leave them next to the boards or on the floor.

D. **Poster Evaluation and Rating:**
   1. The Poster Moderators will routinely check the posters and attend each poster session. You will be asked to give a 2 minute presentation. Best poster of the conference will be given an award (plaque for non-students). Student Posters are eligible for Student Best Poster Presentation Award with an award of a plaque and a cash award to a qualified full-time student.
   2. The criteria used by the Poster Moderators are: Time it was posted, fit and size, graphics and display, subject applicable to AMTA/AWWA, technical merit, negative points for “sales” and the 2-minute presentation delivery.

E. **Presentation of Poster:**
   1. Presenter must attend the poster session at your assigned day and time to present your poster.
   2. Please bring 50 – 100 business cards or other item with your contact information. Two envelopes will be hanging from the bottom of the Poster Board. One envelope, for your business cards/contact information and the other envelope, for attendees to leave their contact information/business card if they would like more information.
      - Please remember to take both envelopes when you remove your Poster.