

## INSTRUCTIONS FOR POSTER PRESENTATIONS

1<sup>st</sup> World Congress Of Agroforestry – Working Together for Sustainable Land-use Systems  
27 June to 02 July 2004 – Orlando, Florida, USA

### Display Size

- Posters are limited to **4 feet high x 8 feet wide** (1.22M high x 2.44M wide). See sketch of poster board area.
- Poster boards will be freestanding.
- Posters must be presented using the poster boards provided by the Congress. The poster boards are contiguous, and presenters may not use their own self-contained displays.
- Due to space constrictions, no tables will be provided.
- The boards are covered with fabric, and posters can be affixed using either Velcro or push pins. Tape is ***not*** allowed on the poster boards. A limited supply of Velcro tape will be available for your use during mounting.
- Allow a 4-inch x 4-inch space (10.16cm x 10.16cm) for a poster number in the upper left-hand corner of your poster.
- Poster numbers will be assigned on-site at the Congress.

### Set-Up Times

- Poster Session I:  
Sunday, 27 June, 8:00-10:00PM and Monday, 28 June 7:00AM-12:00 Noon  
***Presenters should have their posters set-up by 12:00 noon Monday.***
- Poster Session II:  
Tuesday, 29 June. 7:00AM-5:00PM.  
***Presenters should have their posters set-up by 5:00PM Tuesday.***

### Formal Poster Sessions

- Poster Session I  
Monday, 28 June, 5:30-7:30PM\*
- Poster Session II  
Tuesday, 29 June, 5:30-7:30PM\*

***\*Poster authors/presenters to be present near their posters during these time periods.***

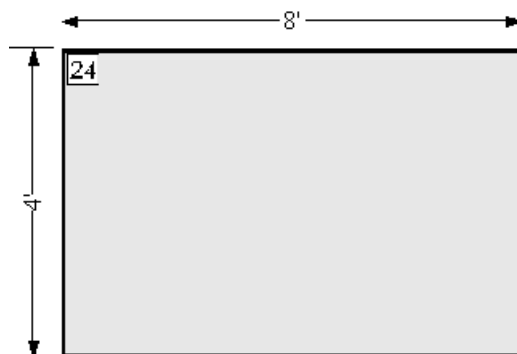
### Removal Times

Posters ***must*** be removed by 9:00PM on the day of presentation.  
4" by 4" space for a poster number

\*The poster display boards will be dismantled and removed by the vendor at 9:00 PM. So, the Congress organizers are not responsible for the loss of or damage to posters that are not taken down by that time. .

### Poster Space Diagram

Leave a 4" by 4" space for a poster number



**REQUEST FORM - Due 30 April 2004**

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**Presenter Change**

Complete the below if the original presenter has changed from the originally indicated presenter. If more than one abstract and presenter has changed, complete a separate request form for each one. (Note: It is too late to change any information on the actual abstract).

Name of Original Presenter \_\_\_\_\_

Reference abstract title: \_\_\_\_\_

Name of New Presenter who is to present the abstract at the Congress

First Name (Given name): \_\_\_\_\_

Last Name (Surname/Family name): \_\_\_\_\_

Email Address of future presenter correspondence: \_\_\_\_\_

**Note: Only if the new author was NOT listed on the abstract, complete the below information:**

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Indicate additional presenters if more than one person will be presenting the poster at the Congress:**

\_\_\_\_\_

**Special Requests**

Every attempt will be made to position the posters together for authors presenting more than one poster. If you have additional requests, please indicate the request below. You will be notified of any related costs (e.g. electricity) or if we are unable to accommodate your request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make a copy of this form for your records and return by 30 April to:**

Mandy P. Stage, Congress Coordinator

University of Florida/IFAS/ Office of Conferences and Institutes

PO Box 110750

Gainesville, FL 32611-0750

Phone: 1-352-392-5930 / FAX: (352) 392-9734 /

Email: [mrpadgett@ifas.ufl.edu](mailto:mrpadgett@ifas.ufl.edu) / Website: <http://conference.ifas.ufl.edu/wca/>

## GUIDELINES FOR POSTER PRESENTATIONS

Attention to detail is vital when preparing for any presentation. For posters, a general concept is the information should stimulate discussion, not give a long presentation. Because space is limited, keep text to a minimum, emphasize graphics, and make sure every item in the poster is necessary.

### Preparation and Layout

- Draw a rough sketch of the poster on graph paper to develop a clear idea of which components will go where.
- Remember that the size of the poster board will be 4-feet high x 8-feet wide (1.22 M high x 2.44 M wide). Boards are approximately 30 inches (76.2cm) off the floor. See diagram on first page.
- Be sure to leave space for a 4-inch x 4-inch space (10.16cm x 10.16cm) for a poster number in the upper left-hand corner when drawing the sketch.
- Include the title and authors of the poster as listed in your abstract.
- Information on the poster should read like a book – flowing from left to right and from top to bottom.
- It may be helpful to use arrows or identifiers (sequential letters or numbers) to guide the reader through the poster.
- You can also arrange it in two or three vertical columns, but not horizontal strips.
- The introduction or rationale should be placed at the upper left and the outcome/impact or concluding comments should appear at the lower right.
- Objectives, and other information will fill the remaining space.
- Keep it simple – too much information leads to messy or “busy” posters.
- Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs.
- Stick to two or three main points. Too many can confuse the viewer. Get feedback from others before finalizing it.

### Text

- Double-space all text, using left justification.
- Use short sentences, simple words, and bullets to illustrate discrete points.
- Written material should be concise. Avoid using jargon, acronyms, or unusual abbreviations.
- The printed outcomes/impacts should permit observers to focus on a concise statement of your central findings that lends itself to discussion.

### Fonts

- All information should be large enough to read easily from at least 4 feet away.
- Suggested text size is no smaller than 24 point; Author(s) and affiliation(s) should be at least 42 point; Subheadings should be at least 60 point.
- The title should be printed across the top of the poster in characters of 80-150 point. (Again, allow for the 4”x4” poster number in the top left-hand corner.)
- San serif fonts. (The small finishing strokes that stem from the upper and lower ends of a character) are easiest to read. Suggested options include: Arial, Century Gothic, Franklin Gothic Medium, Lucida Sans.
- Choose one font and then use it throughout the poster.
- Add emphasis by using **boldface**, underlining, or color. (*Italics* are sometimes difficult to distinguish from regular.)
- Do not use all caps unless it is for one or two word headings. ALL CAPS TEXT IS NOT THE EASIEST TO READ.

### Illustrations (graph, charts, photos, etc.)

- The success of a poster directly relates to the clarity of the illustrations and tables.
- Self-explanatory graphics should dominate the poster (at least 50% of your poster space).
- Keep captions brief.
- A minimal amount of text should supplement the graphic materials.
- Graphic materials should be visible from a distance of four (4) feet.
- Only include essential information in graphs and tables
- Label data lines in graphs directly, using large fonts and color. The use of legends and keys will take the viewer more time to interpret your message.
- Lines in graphs should be thicker than normally provided in printed letter-sized paper reports or manuscripts.
- Use colors to distinguish different data groups in graphs. Avoid using patterns or open bars in histograms.

### Use of Color

- Overuse of color can be distracting – restrained use of 2 to 3 colors for emphasis is valuable.
- Two to three related background colors *will* unify the poster.
- Use a light background with darker photos; a dark background with lighter photos.
- Use a neutral background (gray) to emphasize color in photos, a white background to reduce the impact of colored photos.