

EASTERN PAIN ASSOCIATION

Guidelines for Preparation of Posters

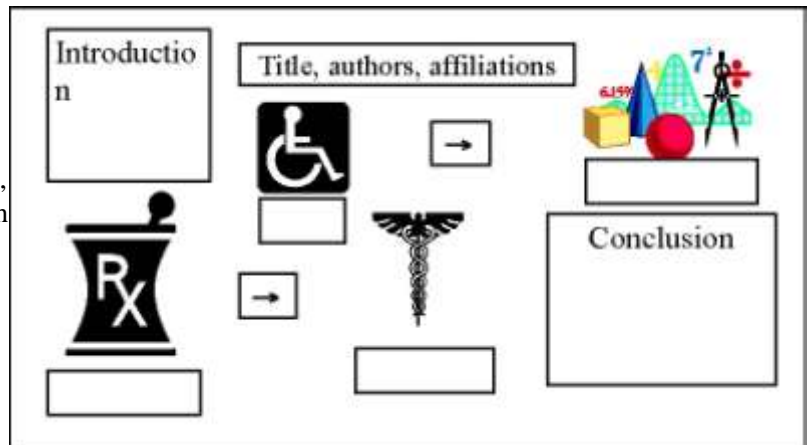
Mounting and Removing Materials

You will be provided with a poster board on which to display your materials. Materials should be on thin poster paper or cardboard --anything heavier will not stay in position. You will be provided with push pins or tape for use in adhering your poster to the board.

- **Please do not write or paint on the poster boards, or use double-faced tape.**
- **Do not leave anything on the floor near or under the poster board once it is set up. This is a safety hazard, and any losses are not the responsibility of the society.**
- **Follow the established schedule for set-up and tear-down times. Any losses incurred by late tear-down are the responsibility of the poster presenter.**

Arranging Materials

1. Your poster should be the standard 4' X 3', with a horizontal orientation
2. Prepare a label for the top of your poster indicating the title, authors, and affiliations. Lettering should be at least one inch high.
3. It is best to arrange written materials in columns. Text should supplement graphics --the poster is primarily a visual, rather than a written, presentation. It is helpful to use arrows to indicate the direction in which the poster is meant to be viewed.
4. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
5. No materials should extend beyond the perimeters of the board (above, below or on the sides).
6. Use the board assigned to you and do not move the location of your poster.



Illustrations

Bear in mind that illustrations will be viewed from a distance of 2' or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold font. (Omit "Fig." or "Figure" -it is unnecessary and occupies too much space.) Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides, although preferably simpler (avoiding unnecessary details) and more heavily drawn. Keep everything as clear as possible.

General Information

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but this becomes difficult if you are obliged to devote your time to explaining your poster.

Please note that projection equipment, videotape recorders, and electrical outlets will not be available in the poster session area.