

POSTER SESSION INSTRUCTIONS

Booth Description

For this particular poster session, panels will be assembled in freestanding "Y" configurations, providing three display areas consisting of two panels each in a "V" shaped booth providing one display area consisting of two panels in each booth. Since no display material can be seen by reviewers if placed below waist height, the actual available display area is approximately 4' high x 8' wide. To mount your posters onto the board, use only the Velcro dots provided. **DO NOT USE TAPE OR ANY OTHER ADHESIVE MATERIAL.** It is important that this be strictly followed, because the panels are designed for use with Velcro only and can be damaged easily.

Preparation of the Posters

Posters may be prepared in advance by mounting the information being presented onto poster card stock (22"x28") and then affixing these poster boards onto the Velcro display panels. Colored poster card stock is available any time during regular business hours from Elaine Phillips at Wilson Hall 8West, PPD Division Office.

The general suggestions for preparation of the posters are provided below:

1. Legibility: The poster should be readable from a distance of at least 6'. Suggested sizes include: minimum graph size 10", section heading letters 3/4", and text and figure lettering no less than 3/8".
2. Heading: Fermilab will provide a general heading label for each display area which will include the title and the presenter's name and institution.
3. Titles: All Figures and tables should be titled. The sizes, format, and number of the posters (beyond the heading) are left up to the discretion of the presenter.
4. Dimensions: The size of the poster is left to the discretion of the presenter. Please note the material to be displayed has to begin at least 30" above the floor.
5. Printing posters through Fermilab Visual Media Services: if you are arranging with Visual Media Services to print any materials for you, do not wait until the last minute to contact them.

Summary

Please note the following points when designing your poster:

- **USE** large, easy-to-read letters.
- **DO NOT** paste-up typed pages from a paper.
- **DO NOT** clutter the poster with details.
- **DO** include clear figures and tables.
- Posters should be understandable - even in the absence of the author(s).

Elaine Phillips will be available on the 15th floor North Crossover on the afternoon of Wednesday, May 25th to provide you with your booth assignment, Velcro, etc. We would like to leave the posters up for viewing until Tuesday, May 31st. Fermilab Users and Staff will be informed that the posters are there for viewing. **You need to be at the poster yourself from 6:15 to 8:00 p.m. on Wednesday.** Light refreshments will be served during that time.

If you need any assistance before the poster session, or have any other questions, please feel free to contact Elaine at ext. 5160 or by email at ephilip@fnal.gov.

WEB DISPLAY

As we did last year, we would like to put electronic versions of your poster on the web after the review. So, if you have such a version, be it PDF, PowerPoint, Postscript, or Text, please prepare to send it to us or to give us a URL where we can find it.