



National Onsite Wastewater Recycling Association

PO Box 982, Westford, MA 01886

Phone: 978-496-1800; Fax: 703-997-5609; [info@nowra.org](mailto:info@nowra.org)

## FORMAT FOR MEGA-CONFERENCE POSTER PRESENTATIONS

### DEADLINE FOR DRAFT POSTER SUBMISSION

**September 9, 2022**

Please adhere to the following guidelines when preparing your Poster for presentation.

#### SCHEDULE:

- Set Up: October 31 from 8:00 AM to 10:00 AM
- Presentations/Discussion: Authors at their posters on October 31 from: 12:00 PM – 1:30 PM, 3:00 PM – 3:45 PM, and 4:45 PM – 6:30 PM
- Presentations/Discussion: Authors at their posters on November 1 from: 10:00 AM – 10:45 AM and 11:45 AM – 1:00 PM
- Authors are asked to staff their poster during all presentation/discussion times.
- Breakdown: November 1 – after 1:30 PM

***NOTE: Any poster remaining on boards after 5:00 PM will be discarded.***

#### SIZE AND MATERIALS:

The poster boards are 4' high x 6' long and are free-standing display units. Posters will be displayed on both sides of boards. We will provide (pushpins) to secure your poster materials to the board.

#### QUESTIONS:

If you have any questions regarding your poster submission, please contact the NOWRA Education Chair at [ghawkins@uga.edu](mailto:ghawkins@uga.edu).

#### DESIGN AND LAYOUT:

- Attention to detail makes poster presentations a success. A general concept is that posters should stimulate discussion, not give a long presentation. Because space is limited, keep your text to a minimum, emphasize graphics, and make sure every item in your poster is necessary. You can always come to the session armed with handouts that provide more details than your poster.
- Including a QR code linked to your website, paper or other material is recommended to provide viewers an opportunity to get more information. Also, have business cards available so that interested people can contact you later.
- Boards are approximately 30 inches off the floor. Be sure to leave space for a 4-inch x 4-inch space for a poster number in the upper left-hand corner when drawing your sketch.

A poster is essentially a visual presentation, so try to find ways to show what you did. Here are some tips:

- Consider using the style described here: <https://www.youtube.com/watch?v=1RwJbhkCA58&t=2s>
- Draw a rough sketch of your poster on graph paper to develop a clear idea of which components will go where.
- Remember the size restrictions of the poster board as mentioned above.
- Include the title and author(s) of your poster as listed in your abstract.
- Include a key take home message.
- Information on your 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 your reader through the poster. You can also arrange it in two or three vertical columns, but not horizontal strips.
- 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 you finalize 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.
- Your printed outcomes/impacts should permit observers to focus on a concise statement of your central findings that lends itself to informal discussion.

## FONTS

- All information should be large enough to read easily from at least 4 feet away.
- The text should be no smaller than 24 points.
- Author(s) and affiliation(s) should be at least 42 pt.
- Subheadings should be at least 60 points.
- The title should be printed across the top of the poster in characters of 80-150 points. (Again, allow for the 4"x4" poster number in the top left-hand corner.)
- San serif fonts (font styles without 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 IS DIFFICULT 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.
- Colored transparency overlays are useful in comparing/contrasting graphic results before finalizing your poster materials.
- The use of school mascots or logos on your poster will add useless visual distractions.

#### **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 or white) to emphasize color in photos.

***Poster Presenters MUST be registered for the conference by September 2, 2022 to have your poster displayed. Presenters are responsible for covering their own registration and travel expenses to attend the conference.***