

SOUTHEASTERN PSYCHOLOGICAL ASSOCIATION

Instructions for Poster Presentations

Instructions for preparing a poster presentation for SEPA poster sessions are presented below. The instructions for preparing a poster for the CEPO Undergraduate Research poster sessions differ slightly, so please be sure to consult those guidelines, as applicable.

Display boards and thumbtacks will be provided by SEPA and placed in the designated meeting room. Each presenter's position among the poster boards will be indicated by the number designating his/her poster in the SEPA Annual Meeting program (e.g., 1, 2, 3...). Approximately 15-minutes are scheduled between poster sessions. Please plan on arriving at your designated position a few minutes ahead of the session start time to hang your poster and arrange any other supporting materials (e.g., handouts for attendees).

The poster surface area is approximately 4' high and 8' wide. It is certainly not necessary to create a poster that covers the entire surface area (typically, a 3' x 5' poster is sufficiently large for attendees to see your work), but posters should not exceed 4' x 8'. Note – projection equipment is NOT provided in the poster session room.

Suggestions for Poster Preparation

1. Your content, illustrations, and tables/graphs may be viewed by attendees from distances of three feet or more, so be sure to use sufficiently large font (e.g., 24-32 point).
2. Graphs, charts, and tables should be kept as simple as possible and clearly labeled.
3. Avoid overloading the poster with content (either written or graphical). Instead, succinctly summarize the primary takeaway points from your work in each section of the poster. You will have opportunities through your interactions with attendees to provide any necessary supplemental and/or contextual details.
4. Some attendees may have a particular interest in your work and/or more generally your area of research. For that reason, it is helpful to prepare handouts for them (e.g., a small photocopy of your poster or a brief abstract/summary of your work). Please plan on bringing with you approximately 50 handouts. If you run out before the poster session is over, offer interested attendees the opportunity to leave their contact information (e.g., name, email) and follow up with them after the session/meeting.

5. All necessary materials should be prepared prior to the meeting. SEPA does not have access to any reproduction facilities at the meeting.

Sample Poster Arrangement

