

WITS 2015 Poster Slam and Presentation rules and guidelines

There are two parts to participating in the poster session -- the Summary 'Poster Slam' Presentations and the Poster Presentation itself. In the Summary Presentations part, each presenter will get **exactly two minutes** to present their paper to the conference participants. This will be followed by the Poster Presentations, with each paper assigned a cork board to hang the poster on. During this part, one or more co-authors of each paper will present and discuss their paper to small groups of conference participants, and have the opportunity to interact with these participants.

Suggested Best Practices

For all posters, please follow these guidelines:

Maintain a good contrast between background and foreground text.

Avoid acronyms and extensive mathematical notation as much as possible.

Include one or more of the following: a short description of the problem, objectives of the work, the methodology utilized, conclusions, relevant diagrams, graphs and charts in order to present an overview for the application.

Organize your poster into sections, e.g., Introduction, Methods, Results, Discussion, Conclusions, and Literature Cited. (Avoid using too many citations.) You may wish to use numbers to help sequence sections of the poster.

Arrange the material into columns.

The title should be readable from 15 - 20 feet (approximately 4.5-6 meters) away

The text should be large enough to be read easily from at least 6 feet (approximately 2 meters) away.

The poster should not rely upon your verbal explanation to link together the various portions.

Avoid densely packed, high word-count posters. Posters with 800 words or less are ideal.

Self-explanatory graphics should dominate the poster.

Below are web pages that provide more guidelines and free poster templates:

<http://people.eku.edu/ritchisong/posterpres.html>

<http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm>

http://www.posterpresentations.com/html/free_poster_templates.html

<http://www.studentposters.co.uk/templates.html>

POSTER SLAM PRESENTATION GUIDELINES

Each presenter will get 2 minutes and up to 3 slides MAXIMUM. Presenters should allow 15 seconds for changeover, and thus should be ready to deliver their presentation in 1 minutes and 45 seconds. Given the tight timing constraints, **presenters will be cut off** if they exceed their allotted time.

To help with compatibility of the slides (which will be combined into a single file), summary presentations should be created by downloading and modifying the provided presentation slides template in the file WITS2015_00_slides.pptx. Presenters will receive this template by e-mail. The final file should be renamed WITS2015_num_slides.pptx, where "num" is replaced with the numeric poster number in the conference schedule. Your file should be emailed to all of the session chairs (Sudip Bhattacharjee, Subodha Kumar, Varghese S. Jacob, Zhengrui (Jeffrey) Jiang) at witsconf2015@gmail.com with the subject in the following format:

EMAIL

TO: witsconf2015@gmail.com
SUBJECT: Poster - Presentation

For instance, the file for the third presentation in poster track should be named WITS2015_03_slides.pptx.

To help with compatibility, presenters should avoid mathematical symbols in nonstandard fonts, and use images for formulas, graphs and tables to the extent possible. They should also keep the font size readable, and avoid using transitions in their slides. **Presentation slides should be received no later than midnight of Friday, December 11, 2015.** Note that we will not accept updated versions of a file once you have submitted.

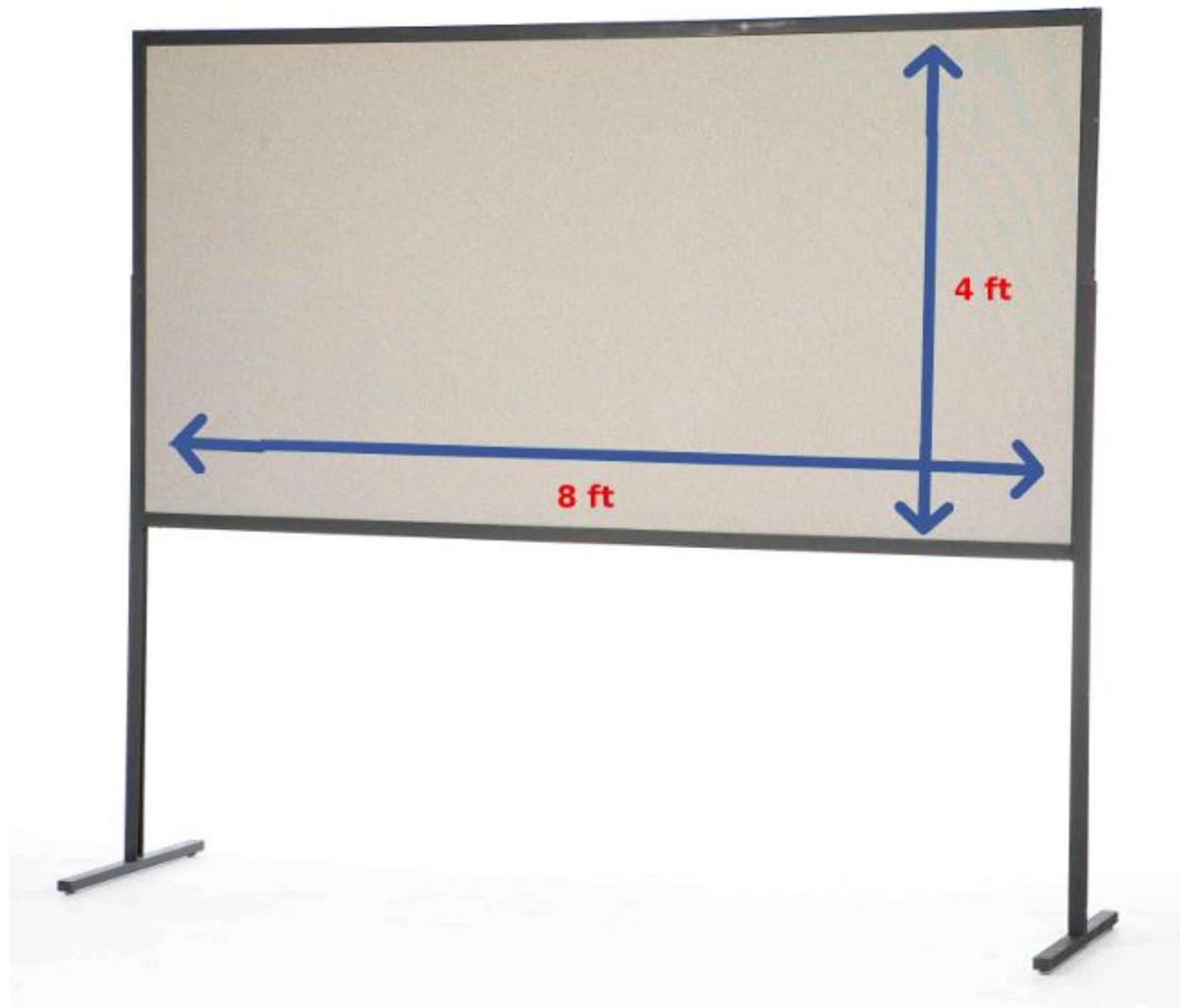
POSTER SESSION PRESENTATION GUIDELINE

The Poster Presentation session is designed to allow presenters maximum yet personal interaction with many attendees at one time. Presenters will stand next to their poster as attendees stroll around the meeting room searching for topics of interest. In order to attract attention, presenters need to have an exciting topic and a visually stimulating presentation where organization and clarity are critical. The presentation must catch attendees' eyes as they walk by and then be easily conveyed in a short time. After that, a more formal, detailed, one-on-one discussion can be conducted. The main goal for presenters is to stimulate informed discussion of your research. Below are some guidelines to help you achieve this goal:

1. The Poster:

This is essentially your presentation in LARGE TYPE format on display on a 1.2 meter high x 2.4 meter wide (4 ft x 8 ft) poster board (see below). You want to make sure that your presentation is easily readable from a short distance (e.g., 1 to 2 meters or 3 to 6 feet) and that it is eye-catching (use large fonts for keywords, use different colors for graphs/illustrations, etc.). **DO NOT POST YOUR ORIGINAL MANUSCRIPT!**

The poster board:



2. Print:

Ordinary typewritten copy or carelessly prepared handwritten copy is UNACCEPTABLE. Type material on a bulletin (large size) typewriter or use a normal size typewriter or printer, double spaced, and photographically enlarge to the largest size stationery that you have available, e.g., 8"x14" or A3 stationery. It is suggested that you DO NOT use any larger size than this since it may be difficult to attach each poster piece to the display board.

3. Presenting:

One or more of the authors MUST be present during the Poster Presentation session. The purpose of the Poster Presentation is to encourage informed participation and discussion among WITS participants. If one author represents the entire team, that person should be capable of answering any questions concerning the presentation.

4. Equipment and Room set up:

We expect to have about 30 poster presentations. There will be enough poster boards set up in the main Exhibit Hall/Grand Ballroom.

Each presenter will be provided with ONE side of a 1.2 meter high x 2.4 meter wide (4 ft x 8 ft) poster board. Thumb tacks/push pins will be available although presenters are encouraged to bring their own thumb tacks/push pins or Velcro tape depending on their method of attaching their presentations.

5. Schedule and Timing:

Poster boards for the poster session will be available at the main poster session starting with setup at 1pm, December 12, 2015.

6. Some more helpful hints:

In planning your presentation, draw a rough sketch of your presentation first. Remember the size should be no larger than 1.2 meter high x 2.4 meter wide (4 ft x 8 ft). Graph paper and post-it notes may help you visualize where the components will go.

Carefully edit your presentation to reduce cluttering and improve readability. Make sure every item is necessary.

Use blank spaces to highlight or offset information. Place related materials such as photos accompanying text close together.

Space your information proportionately. A good way is to divide your presentation either horizontally or vertically into three or four sections, and place materials within those sections.

When choosing a background to frame your visual presentation, remember that neutral or grayish colors will be easier on the eyes than a bright color.

Usually visual presentations are put up with tacks. You may decide to place Velcro tabs on the back of your presentation pieces and bring along a piece of 1.2 meter high x 2.4 meter wide (4 ft x 8 ft) felt or other cloth to which you attach your pieces. This can make a visually more attractive presentation, and is easier to set up.

Transport your Presentation to the meetings in a mailing tube or portfolio case.

(These guidelines were shamelessly lifted and adapted from the Academy of Management 2009 website, SIOP, ICIS, INFORMS and LCSC websites.)