New Research Poster Session Added
Deadline to Submit – August 4

In 2017, SFPE will be adding something new! Based on feedback we have received from past conference participants, we have created a new opportunity for students, academics, corporations, and research industry groups to present research poster sessions in the Expo area.

Deadline

Poster submissions must be emailed to dgrandy@sfpe.org by **Aug. 4**. All posters submitted will be reviewed and evaluated for scholarly and relevant content and reviewed by the Conference Program Committee. Acceptance notifications will be made by email no later than **Aug. 18**.

Instructions

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 36" high and 24" wide. Prepare a 3" high headline strip that runs the full width of the poster. Include the title, authors and affiliations on the strip in letters not less than 1" high. Post a large-typed copy of your abstract in the upper left-hand corner. Remember to leave space on the board for colleagues to leave notes; include an email address for viewers to contact you later.

General Guidelines

The following guidelines will help improve the effectiveness of your poster communication:

Initial Sketch

Plan your poster early. Focus your attention on a few key points that follows the main headings in your abstract: typically purpose, methods, results and conclusion.

Rough Layout

Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.

Final Layout

The artwork is now complete. The text and tables are typed. Now ask if the message is clear. Do the important points stand out? Is there a balance between words and

illustrations? Is there spatial balance? Is the flow from purpose, methods, results and conclusion easy to follow?

Balance

The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.

Typography

Avoid abbreviations, acronyms and jargon. Use a consistent font throughout. An 8.5" x 11#8221; sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.

Eye Movement

The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers and letters can help clarify the sequence.

Simplicity

Resist the temptation to overload the poster.

Rules and Regulations

- Presenters must be listed as the first author on the paper at the time of submission.
- The presenting author must be the one to make the submission.
- Presenting/first author must register for the conference by **Sept. 1**.
- Abstracts may not be presented by proxy.

Author Attendance Requirement

By submitting a poster to **SFPE 2017 North America Conference and Expo** poster authors are agreeing that at least one author will attend the meeting and will be available to present during the times that the Expo is open. Authors will be notified of presentation dates and times at the time of notification of acceptance and are expected to make appropriate travel arrangements to ensure that at least one of the poster's authors will be in attendance. In addition, presenting authors are expected to register to attend the conference by Sept. 1. Posters for which an author is not pre-registered by the dates set forth will automatically be withdrawn from the program. Poster presentations are tentatively scheduled for Monday, Oct. 9, Tuesday, Oct. 10, and Wednesday, Oct. 11,

Poster Cancellation Policy

At least one author or co-author is expected to register to attend the conference by

Sept. 1. If the author cancels his or her registration prior to the conference and a substitute cannot be identified, the poster may be withdrawn from the program.

Submission Fee
A $75 (USD) non-refundable fee will be charged per poster application, which includes the printing and delivery of the poster to the Expo. This fee does not include the conference registration fee, which is also required. Payment is due at the time of submission. Credit cards are the only accepted form of payment.

Poster Submission
Email your poster to Debra Grandy at dgrandy@sfpe.org no later than **Aug. 4 and be sure to pay the $75 USD here.**