FINDING COMMON GROUND®

Technical Poster Presentation Guidelines

General Information

- Presenter should prepare a poster based on the content of their accepted paper for presentation at the conference.

- The poster shall be prepared in accordance with the provided template and sent to speakers@dfi.org **for review by the technical committee in PDF format.** The committee will provide approval or revision comments, so your final poster can be produced and brought with you to the conference.

- The final poster shall be printed **on cardstock paper 2' wide x 3' height** in size for display at the conference.

- Posters may be set-up during Exhibitor Set-Up.

- Posters will remain on display throughout the conference.

- Posters are to be dismantled at the end of the conference. Any materials remaining in the poster area after that time will be discarded.

Preparation Guidelines

- The objective of the poster is to promote communication of paper information by creating displays that are both visually exciting and stimulating to read.

- **The poster must NOT be a commercial/product sales poster. Posters determined to be commercial in content will be removed.**

- Panel text and photos should demonstrate the key points of the technical paper.

- Posters should read from top left to bottom right.

- Poster title should be across the top in font size of 40-point, in bold printing.

- List authors' names, job title/position, company/school affiliation, mailing addresses, and email addresses in font size of 32-point beneath the title.

- Minimum 28-point font size for all text or descriptions and minimum 24-point font size for captions and graphics.

- Do not use all uppercase letters. It is harder to read.

- A maximum of six photos and/or graphics should be used on the poster. Each image shall be a minimum of 7" x 5" or 35 square inches. *A background photo is not considered a photograph/graphic*.

- The panel should be prepared with high-quality photos and graphics with minimal text (250-300 words maximum). *Keep it simple. Be complete but concise.*

- DFI logo graphic file is being provided for use on the display.

Technical Poster Template

- A sample file is provided in 'Author Resources' as a template for your use to create your display.

If you have questions regarding these requirements, please email DFI Headquarters at speakers@dfi.org **or call (973) 423-4030.**