National Environmental Monitoring Conference 2027

GUIDELINES FOR POSTER PRESENTATIONS

POSTERBOARD SIZE: 4 ft. high X 8 ft. wide

General Information

With submission of your abstract, you agree to present your Poster on the days and times allotted for the display of Posters.

Contact Information:

Program Chair	Earl Hansen	e.hansen-nemc@hotmail.com
Speaker Liaison	Barbara Hansen	bzh-nemc@hotmail.com

The Poster board is covered with felt cloth material that will hold **Velcro tabs**. Velcro will give you the best results for hanging your display. (Use the "male" or hook side of the Velcro on your display.) Push pins also work well. **Presenters should bring their own materials for attaching posters to the boards.**

A pdf of your poster must be submitted online by July 9th. This allows your Session Chair time to review your submission. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

All posters, as well as abstracts and bios, will also be available on the 2027 Environmental Measurement Symposium (EMS) Portal website between **August 14 and October 31, 2027** for viewing and comment.

Poster Preparation

Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate 1) title, and 2) author(s) names. Highlight the authors' names and address information in case the viewer is interested in contacting them for more information.

Prepare all diagrams or charts neatly and legibly beforehand in a size **sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24 point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height).**

Use creativity by using different font sizes and styles, perhaps even color. Use different colors AND textures/symbols (some people are color-blind) for each line or bar contained in your graph or chart. A serif font (e.g., Times) is often easier for reading main text and a sans-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
The presentation must cover the same material as the abstract.

Use squares, rectangles, circles, etc. to group like ideas. **Don't clutter your poster with too much text!** Label different elements of your poster as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily follow your display.

Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

See Appendix A for helpful production hints.

Your Presentation

The Poster Session will take place at the Hyatt Regency Airport - Chicago- August 2, 3 & 4**.** You will receive information prior to the conference regarding the location and schedule for displaying your poster.

Please put your poster on the board displaying your posters identifying number as listed in the conference program.

Poster presenters are expected to provide their own poster. Conference staff does not have the equipment to print posters.

All posters should be placed on poster boards by Noon on the first day of the conference. They should be removed at the end of the last day of poster displays - normally Wednesday afternoon. Posters remaining after these times will be removed and placed at the Registration Desk. *NEMC will not be responsible for posters and materials left on poster boards after the stated hours.*

At a minimum, you are requested to be present at your board during breakfast and at the breaks scheduled for 10:00 to 10:30 and 3:00 to 3:30 each day. Leave a message on your board detailing the hours you plan to be at your presentation. After the session, please leave a note on your poster board as to where you can be reached in case someone wishes to discuss your research further.

Poster presenters are also invited to prepare a paper and submit it for inclusion in the conference proceedings. Final papers must be completed by September 14, 2025. The style guide for posters and papers are available on the EMS website under Information for Presenters.

Registration Desk

The Speaker Liaison will be available to assist you. A limited supply of Velcro tape, pushpins, and scissors will be available for your use at the Speaker Liaison Desk for any unforeseen emergencies. Additional supplies *may* be available, however, if you have special needs for your poster presentation, we suggest you bring those supplies with your poster to the meeting. Questions about Poster equipment should be directed to the Speaker Liaison Desk.

Helpful Hints

1) Be sure to register for the conference by **June 15 2027 for Early Bird rate.**. Click on the presenter rate. Presenters who are not registered **by July 10** will be contacted. If you cannot be reached and registration arrangements are not made, your presentation will be deleted from the Program.
2) You should be prepared to bring a supply of business cards or some other means of quickly distributing your name and address to attendees.

3) Providing a limited number of preprints (50-100 copies) of your presentation for the most interested attendees can be very helpful.
4) Have a 3-minute oral summary prepared, but don't do all the talking. Be prepared to "exchange" information, not just pass it out.
5) Don't allow any one attendee to monopolize your time.
6) Consider bringing a pad of paper with you to jot down ideas or to illustrate points during your discussion with attendees.
7) Do not put your poster material in your checked luggage; always carry them on the airplane. Many speakers have been disappointed because their checked luggage was misdirected or lost.
8) Don't use thick (over 1/16") backing material for your display.
9) Double stick Velcro tape is great for adhering the poster to the board. Stick the 'hook' side to back of poster, and the board acts as the 'fuzzy'. Push Pins also work well.

Appendix A – Poster Production Hints

General poster production

The following website is a strange but engaging read for all self-proclaimed 'science geeks'; and it also has some great information on preparation of a poster that will draw in the viewer and present your ideas in the most informative and readable style. There are hundreds of sites out there, but this one caught my eye.
http://colinpurrington.com/tips/poster-design

This website provides templates and printing/shipping service

http://www.posters4research.com/

