OVERVIEW
These guidelines have been developed to assist you in preparing your poster presentation for the 2009 International Conference on Fatigue Management in Transportation Operations: A Framework for Progress. The guidelines provide some directions and suggestions to ensure quality poster presentations.

Posters will be on display in the Palm Garden. Conference meals will be served in the poster session room each day. In addition there are two formal poster session breaks as indicated below.

KEY INFORMATION

- Posters are limited to 3 feet wide x 4 feet high.
- Posters will be freestanding.
- Posters must be presented using the poster boards provide by the Conference. The poster boards are contiguous, and presenters may not use their own self-contained displays.
- Poster boards are covered with fabric, and posters can be affixed by using long push pins. Tape is not permitted. A limited supply of push pins will be available for your use during mounting, but we recommend you bring a supply with you.

SCHEDULE
Poster Sessions are scheduled to take place during the conference at the following times.

**Poster Session I:**
Set Up: Anytime after 3:00pm, Monday, March 23 & prior to 9:30am on Tuesday, March 24
Presentation: Tuesday, March 24, 3:00pm – 4:00pm (Presenters to be stationed at posters)
Removal: Tuesday, March 24, 2009 (Upon conclusion of Poster Session)

**Poster Session II:**
Set Up: Anytime after 5:00pm on Tuesday, March 24 & prior to 9:30am on Wednesday, March 25
Presentation: Wednesday, March 25, 3:00pm – 4:00pm (Presenters to be stationed at posters)
Removal: Wednesday, March 25, 2009 (Upon conclusion of Poster Session)

We require that authors attend their posters from 3:00 pm – 4:00 pm on the day of their scheduled presentation. Posters will be available for viewing throughout the conference including during lunch and morning and afternoon breaks.
SUGGESTIONS FOR POSTER FORMAT AND DESIGN

General Tips
- Use graphs, charts and illustrations as much as possible. Minimize use of text and tables.
- Organize your material to tell a logical, coherent story.
- Use large, bold lettering for readability. Your poster should be readable from 8 feet away.
- Keep your poster simple; you can provide details in discussions or in the Conference Abstract Booklet.

Contents
- Title, followed by authors’ names and affiliations; include e-mail addresses and web addresses if appropriate.
  - Abstract (upper left corner) - what, why, how, results.
  - Introduction - state the problem or area of investigation.
  - Purpose, Objectives - what you investigated.
  - Methods - lab techniques, experimental design, analytical approach.
  - Presentation of results - use graphs, photos, artwork.
  - Conclusions - list findings, interpretations and implications.

Layout and Design (See Figure 1 for example)
- Your poster can be as wide as 36 inches and as tall as 48 inches.
- Use borders or white-space to separate sections.
- Avoid large, continuous blocks of text.
- Block your poster’s main points comparable to “slides” in oral presentations.

Readable Text
- Title - use CAPITAL letters about one inch high.
- Authors, affiliations and text letters should be about 2/3-inch high.
- Use a bold typeface.
- All text should be easily read from a distance of eight feet.

Illustrations
- Use figures whenever possible.
- Minimize the use of tables, particularly those that are dense or complex.
- Keep figures simple and use dark lines and symbols.
- Include a “take-home” message with each figure (provide your interpretation).

Production and Assembly of Methods
- A variety of poster preparation and printing options are available. Focus on preparing a poster that is readable and that you can set up easily at the conference location.

Use of Color
- Color will enhance poster readability and attractiveness.
- Consider using colored backing paper to highlight and separate sections.
- Consider using colored tape and yarn to connect or highlight key points.

Additional Considerations
- No electrical outlets, extra space, or tables will be available.
- Bring a good supply of business cards that you can leave at your poster for those times when you are not able to be there.
- Please mount and take down your poster on time.
Here are a few additional suggestions for developing your poster to ensure that your presentation is a positive experience:

- **Organize your poster to clearly state the problem, the issue and/or the reason for your work.** Your objectives should be clearly stated; your conclusions should relate back to these objectives.

- **Limit your discussion of methodology.** The majority of conference participants primarily will be interested in the results and conclusions of your work. The audience can learn more by asking you questions during and after the conference or by reading the Conference Abstract Booklet.

- **Emphasize your results, and their implications for others.** Conference attendees will want to know what it all means for them, what problems does your work address.

- **Keep your graphics clear, simple, and easy to read.** We strongly recommend that you make new graphics for this particular presentation and this unique audience.