

# 16th Annual Organization Science Winter Conference

## *Guidelines for Preparing a Good Interactive Poster Paper*

A major feature of the Organization Science Winter Conference are two interactive poster sessions held over two extended dinner periods that have been designed to maximize interaction, discover like minded colleagues, make new social network connections and enjoy good food. It is, however, of utmost importance that authors of the invited poster papers give careful consideration to the design and presentation of their paper.

### **Specifications**

- Provide structure and visually arrange the elements to optimize audience understanding.
- Provide a logical organization that readers can follow easily.
- Use white space and a large or bright center of interest to highlight the major point.
- Poster session title should be at least 2 inches high.
- Poster should be readable from 4 feet away.
- Remember that less is more. Simplicity is the main tenet of poster design.
- Use graphs, pictures, and directional arrows.
- Text should include short concise sentences, simple sentence structure, and common words.
- Use a sans serif font such as Arial, rather than Times New Roman which is a serif font.
- Do not use all capital letters.
- Use font of at least 18 points. Body of text should be in upper and lower case letters, with left-justified text and a ragged right margin. Use generous margins.
- Divide the material into logical sections, each with a section heading.
- Section headings should be in 24 to 32 point type. Section headings in boldface and all capital letters are easy to read.
- Posters must look professional. A poster should be attractive, well organized, and self-explanatory
- Each section or mounted sheet should be numbered.
- Total size should not exceed 5' x 4'. Each poster sheet should be 8.5 X 14 or 11" x 17". Total number of sheets should not exceed 6.
- Information flow should be top to bottom or from left to right. Do not mix directional flow
- Color attracts attention, but too much can be distracting. Dark type on a light background is easiest to read.
- Handouts can be an important component of a successful poster session. They can present a condensed version of the poster with a summary statement, tables, and graphs, or can be an actual reproduction of the entire presentation as a model page. If background materials are vital to the presentation, include them in the handout. References or bibliographic information belong here-not on the poster.