



## SCHEDULE OF POSTER SESSIONS

Sunday, June 25, 2023

**9:30 AM – 11:00 AM | Session 1: Global Solutions & The Educators**

**11:30 AM – 1:00 PM | Session 2: Diversity Fair**

**1:30 PM – 3:00 PM | Session 3: Infrastructure & The Collectors**

**3:30 PM – 5:00 PM | Session 4: Outreach and Engagement**

## POSTER SESSION DESCRIPTIONS

**The Collectors Poster Session:** Posters on acquisitions; cataloging and classification; collection development and management; history; preservation; serials; and special collections (co-sponsored by Core).

**Diversity Fair Poster Session:** Posters highlighting library services, programs, and collections to underserved and underrepresented communities (co-sponsored by the Office for Diversity, Literacy and Outreach Services).

**The Educators Poster Session:** Posters on education, including but not limited to: library instruction; distance learning; continuing education; literacy; and research methodologies (co-sponsored by Continuing Education and ALA Editions | Neal Schuman).

**Global Solutions Poster Session:** Posters by international librarians and librarians working on international projects that highlight successful ideas, studies, a practical problem-solving effort, or an innovative library program (co-sponsored by the International Relations Round Table).

**Infrastructure Poster Session:** Posters on buildings and equipment, management, and technology (co-sponsored by Core).

**Outreach and Engagement Poster Session:** Posters on community outreach and engagement; programming and events; interlibrary loan and cooperation; cooperation with non-library institutions and agencies; public awareness; communication and marketing; library services to special groups; reference and information services; and user experience (co-sponsored by the Public Programs Office and RUSA).



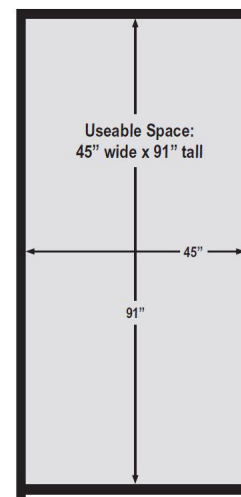
## POSTER GUIDELINES

### Accessibility

Review these [Tips for Accessible Posters](#) to help create content that is accessible onsite and online.

### Poster Session Size

**Size:** You will have a vertical 8-foot high by 4-foot wide bulletin board on which to mount your poster. The exact exposure of the bulletin board surface is 91 inches tall by 45 inches wide. Your poster cannot be wider than 45 inches.



### Designing a Successful Poster

#### Layout:

- Your poster should tell a clear story. Choose your main points and stick to them.
- Carefully make use of white space. Too much and your viewer's eye will wander. Too little and the result is confusion.
- Use headers to indicate new sections of information.
- Use simple rather than patterned backgrounds.
- Use limited color combinations that are high contrast and can be distinguished by those who are colorblind.
- High quality printing is encouraged.

#### Graphics:

- Provide information in multiple ways (e.g., use a combination of text, images, graphs, and tables).
- Use high resolution images. Be aware that if you increase the size of an image, it will most likely pixelate in the printing process.
- Make sure you include captions, legends, annotations, citations, and footnotes, if necessary.

#### Text tips:

- **Fonts:** Your title should be at least a 72 pt font size. You should not use a font smaller than 32 pt (exceptions include citations or legends). Use bold sans serif fonts.
- Remember to include your title, authors, and affiliations on your poster.
- Keep text concise and graphics and tables simple. Large blocks of text are difficult to process.
- Apply basic design principles by using section titles and headlines with larger font size or different font types.



### At the Poster Session:

- Your poster session presentation time cannot be changed, and at least one presenter must be able to present at the assigned time. While multiple co-authors may be acknowledged on the poster, there is a maximum of two presenters per poster. Due to room capacity, only two authors may present the poster in person and only two presenters per poster are eligible for the Presenter Registration Rate. All persons presenting in person at the Poster Session must register for the conference by June 15.
- You will have 15 minutes preceding your scheduled presentation to mount your poster and 15 minutes following your assigned time to take down your poster. Each Poster Session will last 1.5 Hours.
- The room does not include power or Internet access. No tables are provided. If you choose to provide handouts, you will need to do so via QR code. Don't forget to bring pushpins and business cards.
- 30-60 poster presentations will be occurring simultaneously and poster sessions can be high energy with lots of conversation, which can make for a noisy environment.
- Hang your poster toward the middle of the vertical bulletin board and stand to the side of your poster so that people can see it. Assume that people will be reading your poster from a distance of 4-7 feet so remember to design it to catch attention and be scanned quickly.
- Briefly explain your project (goals, what you did, conclusions) using the poster as a visual guide. Ask people if they have questions.
- Try to talk with various individuals during your session.

### Upload Your Poster into the Annual Conference Harvester:

- Virtual Presenters are required to upload their Digital Poster into the Harvester by June 15. In-person presenters may choose to include a Digital Poster in addition to their physical poster but are not required to do so.
- Your poster file must be one of these formats: .pdf, .jpg, or ppt. Single page files are preferred but please limit to a maximum of three pages, and do not include any animations or embedded videos in your Digital Poster.
- Your poster file size must be less than 20MB. The aspect ratio (ratio of width to height) should ideally be set to '16:9'.
- When you login to upload your virtual poster, you will also be able to edit your presenter profile and modify your poster title and description. Login information will be shared prior to May 1.

We look forward to seeing your Poster Session!