

2016 Library Assessment Conference: Poster Guidelines

POSTER BOARDS

The conference provides the backing boards and limited supplies to attach the posters to the board, while presenters provide all items to be attached to the board. The poster boards are all corrugated cardboard. The dimensions are 36 inches high x 48 inches wide (the two side panels are 12 inches and the center is 24 inches wide), and each will be set on a separate table. To see a picture of what the poster board will look like, please go to <http://libraryassessment.org/bm~doc/posterboard.pdf> (PDF). You can bring your own (that must fit to the same specifications) or we can provide you with a board upon your arrival to the conference (details below).

We do not have a preferred method for attaching your poster to the poster board. You may use staples, tape, tacks, etc. However, we ask that you use only one side of the board (not both sides).

You may wish to use the following products, as these have worked well for presenters at previous conferences:

Scotch permanent mounting tape or mounting squares, e.g. http://www.staples.com/Scotch-Permanent-Mounting-Tape-1-inch-x-125-inch/product_793389 or similar. This provides an 'invisible' mounting solution but does not detach from posters easily.

Small binder clips, e.g. http://www.staples.com/Acco-A7072010-Binder-Clip-1-4-inch-Capacity-Black-Silver/product_477981 or similar. These will be visible, but they do not damage posters.

Please either bring your poster on your trip to Arlington, VA or mail it in advance of your arrival. Shipping details are forthcoming. **Posters must arrive on or before Wednesday, October 26, 2016; we cannot guarantee the display of posters that arrive after this date. We would encourage you to send the poster by a trackable method.**

POSTER BOARD SET-UP

Beginning at 8 am Monday, October 31, at the Crystal Gateway Marriott, poster presenters will be able to drop off their posters. Poster set-up will be available (times and location TBD). During this time, presenters will be able to attach their posters to the boards and place posters on display tables. There will be a limited emergency supply of tools available.

Access to electrical outlets will be limited. Presenters wishing to use a laptop as part of their poster display/presentation should be prepared to run laptops off of batteries.

Presenters are responsible for taking posters with them after the session on Monday, October 31. If you do not wish to take your poster with you, we will be happy to recycle it for you.

POSTERS ONLINE

Please send the electronic file of your poster to laconf@arl.org so we can place it online as we did for previous conferences: <http://libraryassessment.org/archive/index.shtml>.

If you have any other questions regarding the poster sessions, please let us know. We look forward to seeing you in Arlington.