Poster Preparation Checklist

Thank you for participating in the SESUG 2006 Poster Café!

You are responsible for setting up, taking down, and presenting your poster according to the instructions in this checklist and additional instructions from the Poster Section Chairs.
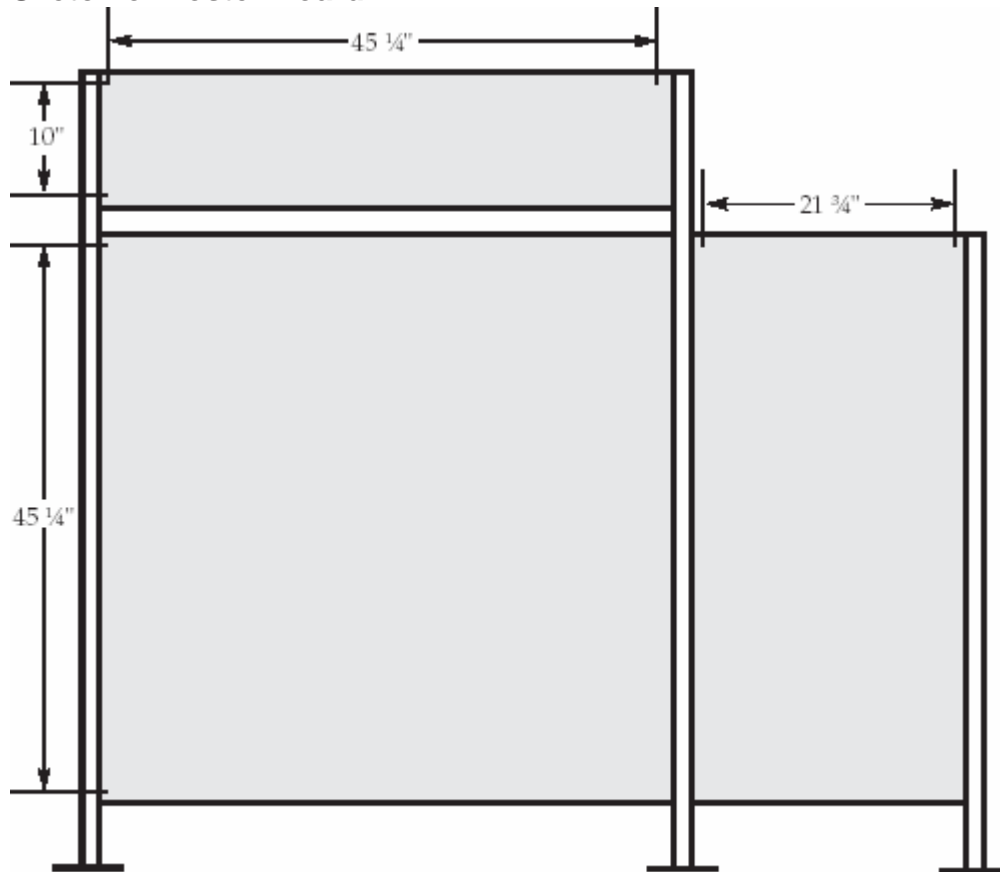
Poster Guidelines

- The main panel is 4 feet x 4 feet (usable space is 45 ¼ inches x 45 ¼ inches) and the adjacent side panel is 2 feet x 4 feet (usable space 21 ¾ inches x 45 ¼ inches).

- The presentation poster boards are covered with a blue material. Velcro dots will be available for attaching your poster to the board.

- The 4 foot square main panel is separated from the 2 foot x 4 foot side panel by a metal bar. If your presentation is very compact, you can leave the side panel empty. Alternatively, you can use the main panel to present the problem and the solution, and use the side panel to summarize and discuss your technique

- The title and name(s) of the author(s) of the poster will be typeset in large letters to fit into the 4 foot x 1 foot top panel and will be available for your use at the conference.

- Since conference attendees will have a CD with your proceedings paper, handouts are likely not required.

- A poster is like an outline, not a novel. Keep the information on the poster simple and easy to follow. Remember that you will be there to explain it. Details can be included in the paper that you prepare for the Proceedings.

- It is recommended that you use ¼ inch text (easily visible from 5 feet) on your poster and that important statements and headings be larger.

- Use mat board or construction paper to form visual divisions among sections of text.

- Graphs, pie charts, box charts, drawings, and other artwork are effective poster enhancements.
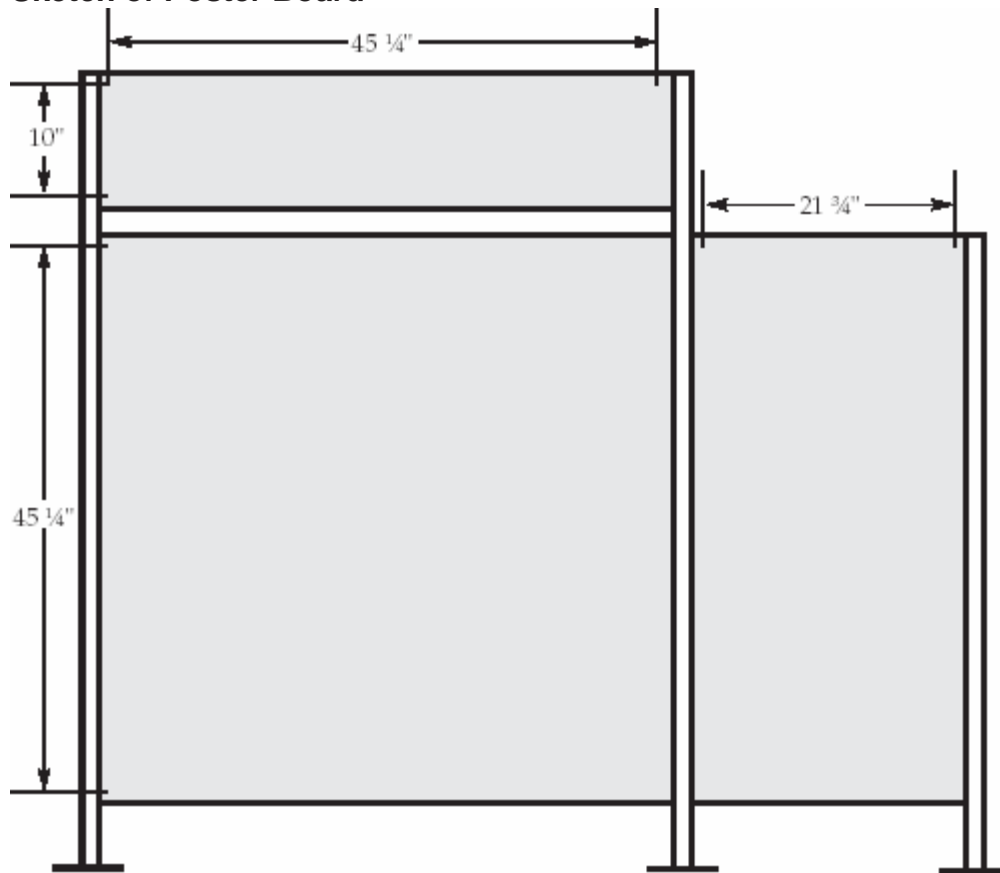
An excellent resource for poster presenters, **Effective Poster Presentations for SAS® User Group Conferences: Recommendations and Techniques** by Helen-Jean Talbott, contains practical suggestions for poster design, materials, color, lettering, graphics, and construction methods.

Available at: http://support.sas.com/usergroups/sugi/talbott_poster_paper.pdf

Sketch of Poster Board

Sketch of Poster Board

✓ .

Thank you for your contribution to the success of SESUG 2006!