

POSTER SESSIONS SCHEDULE

All poster sessions will be held on Sunday, June 29, in Ballroom A of the Philadelphia Convention Center. Please note that assigned poster times cannot be changed.

9:00-10:30 AM | Session 1: Outreach and Engagement

11:00 AM – 12:30 PM | Session 2: The Educators

1:30-3:00 PM | Session 3: The Collectors and Infrastructure

3:30-5:00 PM: | Session 4: Diversity Fair and Global Solutions

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: Leadership, Infrastructure, Futures).

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 the Association of College and Research Libraries; 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).

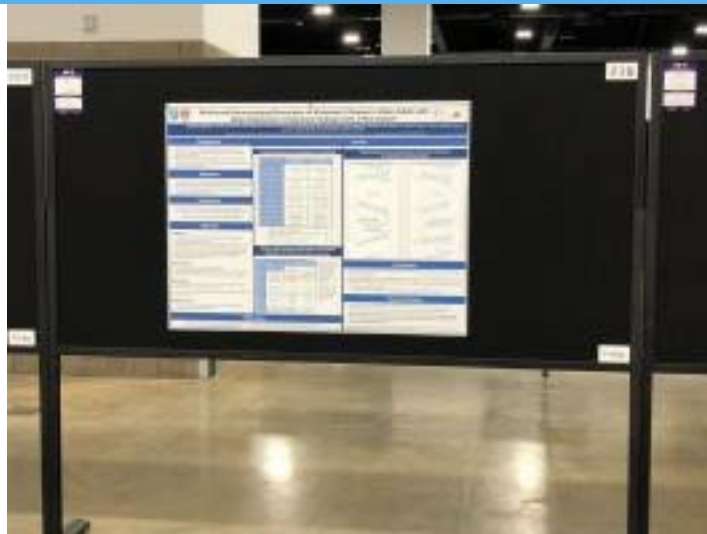
Infrastructure Poster Session: Posters on buildings and equipment, management, and technology (co-sponsored by Core: Leadership, Infrastructure, Futures).

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 the Reference and User Services Association).

POSTER GUIDELINES

Accessibility

Review these [Tips for Accessible Posters](#) for creating content that is accessible in person and online.



Poster Size and Printing

You will have a horizontal 8-foot wide by 4-foot high bulletin board on which to mount your poster. The exact exposure of the bulletin board surface is 91 inches wide by 45 inches high. Please note your poster does not need to fill the entire space (as seen in the image above), with a poster centered), but it cannot be greater than 91 inches wide by 45 inches high. Examples of posters that used more of the available surface area appear at the end of this guide.

Poster Presenters are responsible for the printing and transport/shipping of their poster(s). If you would like to print your poster onsite, there is a full service FedEx in the Philadelphia Marriott Downtown (connected by skywalk to the Convention Center) with printing capabilities up to 60 inches wide. There is also a UPS Store in the Philadelphia Convention Center with printing capabilities up to 44 inches wide. You can create your order online or bring your poster on a USB drive for on-demand printing.

<https://local.fedex.com/en-us/pa/philadelphia/office-0669>

<https://locations.theupsstore.com/pa/philadelphia/1201-arch-st/poster-printing>

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, such as section headers with larger font size or different font types.

At the Poster Session

- At least one presenter (the role of “Poster Presenter” in the Conference Harvester) must attend at the assigned time and be prepared to discuss the poster. While multiple co-authors may be acknowledged on the poster, there is a maximum of two in-person presenters per poster due to space. In-person presenters must register for the conference, and up to two presenters per poster are eligible for the reduced Presenter Registration Rate.
- You can mount your poster up to 15 minutes ahead of your scheduled poster session time and will have up to 15 minutes following your poster session to take down your poster. Each Poster Session will last 1.5 hours.
- The Poster Session space does not include power or hardline Internet. No tables are provided. If you choose to provide handouts, you will need to do so via QR code.
- Some push pins will be available, but it is a good idea to have your own with you. You might also want to bring business cards to hand out to attendees.
- Hang your poster toward the middle of the 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. Many poster conversations will be occurring simultaneously, which can make for a high energy, noisy environment.

Uploading a Digital Poster into the Annual Conference Harvester

- If you would like to share the digital version of your poster with attendees, please upload the file to the Conference Harvester by June 27.
- Your digital 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'.

Sample posters from the ALA 2024 Annual Conference & Exhibition:

