

SCLA CONFERENCE POSTER SESSION GUIDELINES & TIPS



The 2017 SCLA Conference Poster Session is an informal opportunity to share your successes visually and in interactive face-to-face discussions with your colleagues. Your poster session may focus on an innovative idea, creative program, effective partnership, hands-on activity, exploration of a topic in librarianship, results of a customer survey, or any of a thousand other topics.

REQUIREMENTS

- Poster session begins at 8 a.m., Friday, October 13th. All posters are displayed in a single two-hour session.
- Posters may be set up 30 minutes before the start of the session.
- All poster presenters are required to be present with their poster during the session to discuss their topic and answer questions.
- Poster session presenters **MUST** register for the conference.
- Maximum poster size: Tabletop style - 48" x 72". Wall or tripod mountings are not allowed. Posters must be mounted in such a way as to be free standing.
- Presentations should be taken down within 30 minutes after the session ends. Display materials not removed following the conclusion of the session will be discarded.
- A poster session will not be accepted without a completed proposal. The deadline for poster session submissions is August 31st.
- The Poster Session committee reserves the right to limit the number of posters, reject a poster session proposal, or remove a poster from the display area that does not meet the listed requirements.

GUIDELINES

- Posters should be designed for clear viewing from a distance of beyond 3' so that they can be viewed by a number of people at the same time.
- Mounting supplies will **NOT** be available on-site for mounting the displays.
- Electricity is **NOT** available. If you plan to use a laptop to supplement your poster, insure that the battery is properly charged.
- Wi-Fi access is not guaranteed.
- A chair will be provided for each poster session presenter.

SUGGESTIONS

- The title/heading of your presentation should be simple, to the point, and catchy.
- The poster is primarily a visual display, so try for great visual impact.

- The information presented should be easy to follow and shown in a logical manner.
- Avoid clutter – keep visuals and messages clear and concise.
- All materials and information should be visible and legible from four feet away.
- Handouts are not required, but are strongly encouraged.
- If handouts are to be distributed, bring approximately 50 copies.
- Bring business cards with you in case the viewer is interested in more information.

POSTER SESSION COMPETITIONS

- Student Spotlight
 - Eligibility - Only Poster Session presenters who are currently enrolled in a Master's program in librarianship are eligible to enter the student competition. Student Spotlight entrants must indicate on the poster session registration form if they would like their poster to be considered for this award.
- Viewers' Choice
 - Eligibility - All posters are automatically entered in the Viewers' Choice Competition unless otherwise indicated on the registration form.
- Competition
 - Criteria – Competition winners will be determined based on the following criteria:
 - Topic is one of current interest or special import to studies of library trends, practices, collections, services, or programs.
 - Ability of the poster to deliver the information clearly and logically; visuals and text work together to convey information to the viewer.
 - Personal presentation is knowledgeable and comprehensive.
 - Viewer questions are welcomed and are completely answered.
 - Handouts are neatly presented and cover the information well.
 - It is possible that a Student Spotlight Competition entry will also be selected as the overall Viewers' Choice winner.
 - The two winning presenters will each receive a paid one-year membership for the South Carolina Library Association. Winners will be recognized in a future edition of the South Carolina State Library's online newsletter.
 - Entrants must indicate whether they will need a student or professional membership in 2018.