

# 2019 SCLA Conference Poster Session Guidelines



**Inclusive**

**Diverse**

**Effective**

**Accessible**

The 2019 SCLA Conference Poster Session is an exciting opportunity to share your work both visually and in interactive face-to-face discussions with your colleagues. Posters sessions can focus on innovative ideas, results from research or surveys, creative programs, effective partnerships, exploration of a topic in librarianship, or anything else you've been working on that you would like to share.

## General Information and Requirements:

- Proposals submitted by **August 16th** will receive first consideration and get early notification of acceptance.
- Additional proposals will be accepted on a rolling basis until **September 13<sup>th</sup>**.
- Poster sessions will take place from 8am to 10am on Friday, **October 11th**. 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. A chair will be provided for each poster session presenter.
- Poster session presenters **MUST** register for the conference.
- Posters must be mounted in such a way as to be free standing. Wall or tripod mountings are not allowed.
- Maximum poster size: Tabletop style of 48" x 72" or smaller
- Posters should be taken down within 30 minutes after the session ends. Display materials not removed following the conclusion of the session will be discarded.
- 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.

- Posters should be designed for clear viewing from at least 3 ft. away so that they can be viewed by several 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.

### **Tips and Best Practices:**

- 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 3-4 ft. 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:**

- Viewers' Choice Competition – all posters will be entered unless otherwise indicated on the proposal form.
- Student Spotlight Competition – for all posters presented by students currently enrolled in a master's program in librarianship. Please indicate eligibility on the proposal form.
- Criteria for judging:
  - 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.
- Prizes:
  - The 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.