INSTRUCTIONS FOR PREPARING POSTERS

A section of a poster board partition will be assigned to poster presenters. The partition dimensions are 8 ft. wide by 4 ft. tall (2.44 meter wide by 1.22 meter tall). **You will be assigned half of one side of the partition, which equates to a 4 ft. by 4 ft. space.** Another presenter will be assigned the other half of the same side of the partition. Two presenters will use the other side of the partition.

Any poster format that fits within a 4 ft. by 4 ft. space is acceptable. For example, some posters are prepared as one, large sheet and usually brought to the conference rolled up in a tube. You may need to locate a large-format printer for this purpose, e.g., at a copy store. Other posters are prepared as a group of smaller sheets, which may be easier to prepare and transport. The format is up to you. Remember that you can refer to your proceedings paper for additional details. Push pins will be supplied for you to secure your poster to the partition.

Viewers should be able to read your poster from a 3 ft. (1 meter) distance. A minimum font size of 20 points is recommended - larger is better. Remember that this should apply to your graphics as well, including graph legends and scales. Do not bring a copy of your proceedings paper as your poster.

Important Notes:

1. Poster presenters must register for the conference by the July 10, 2023, speaker registration deadline.

2. Details about when and where to hang your poster will be sent closer to the date of the conference.

3. Each poster partition will be marked with a topic. You will need to ensure that your poster goes up on the board with a matching topic.

4. Conference attendees will be viewing the posters throughout the conference. Please provide your business card or contact information on the poster so attendees can contact you for further information, arrange to meet with you at the conference, or send you any questions.

Thank you in advance for your cooperation. If you have any questions regarding your poster, please feel free to contact **ASCE Staff** at asceinspire@asce.org and in the subject line, enter “Poster Inquiry.”