

**TOFE 2018
POSTER SESSION INSTRUCTIONS**

Thank you for participating in the TOFE 2018 Poster Session on Tuesday, November 13, or Wednesday November 14, 2018. During this session, all posters will be discussed simultaneously. Your display must be attended by the author or by a coauthor at all times.

Please review these guidelines carefully and prepare your poster presentation and materials to take maximum advantage of presenting in a poster session.

POSTER SESSION GUIDELINES

- The poster session will be held from 1:30-3:30 p.m. in Bonnet Creek Foyer on Tuesday and Wednesday, November 13 and 14.
- The poster area will be available for set up at 10:00 am on both days.
- Visual materials must be limited to those that can be displayed on a 48" (height) x 96" (width) double-sided and freestanding cork board. Materials should be legible from a distance of a few feet.
- Mount your display material on the poster board using push pins.
- Material that is not pertinent to the subject of your paper should not be exhibited.
- Your display must be attended by the author or by a coauthor at all times.
- Materials must remain posted for the duration of the session.
- Bring your business cards.

THE CONFERENCE WILL FURNISH THE FOLLOWING:

- One 48" x 96" double-sided and freestanding cork board to display your poster.
- Thumb tacks, scissors
- Identification sign no larger than 8" x 11" which should include the title of your presentation, author(s) or co-author(s) name(s).

PRESENTERS MUST FURNISH THE FOLLOWING:

- Diagrams, charts, figures, photos, drawings. Etc., should be sized and lettered so they are legible from a distance of a few feet. They should be concise and neatly prepared.
- Handouts are optional, but can be useful if the poster is hard to read. Bring them with you as copying equipment is only available through the hotel's Business Office and at a considerable cost.

TEARDOWN INSTRUCTIONS

Remove all of your materials from the poster board immediately after the end of the presentation period at 5:00 pm. ANS will not be responsible for materials left in the room after the presentation period.