What is Your Role as a Forum Series Poster Chairperson?

A Steering Committee member is assigned to chair the submission and acceptance of posters for the Forum if the display of posters or a poster session is desired. The Poster Chairperson will solicit and review the posters, and manage the poster organization during the Forum.

SPE staff will include a Poster Participation Form in the Forum materials that are sent to invited participants. This form asks participants to notify the Poster Chairperson if they would like to submit a poster, and describe the content of the proposed poster.

The Poster Chairperson reviews all poster ideas, and approves or declines the poster before the Forum. Introducing new products and services within the poster is acceptable, but posters should not contain excessive commercialism, company logos, trademarks or specific product names.

Why Are There Posters At the Forum?

Posters are a good way to review technical details and case histories that provide Forum topic background. This background is particularly useful for multi-disciplinary Forums with participants from many technical backgrounds who require a better understanding of the other technologies to improve their participation in the Forum.

Poster Content Guidelines

- All poster session materials will be reviewed by the Poster Chairperson (and the Forum Steering Committee as needed) before permitting the poster to be displayed. The Poster Chairperson reserves the right to refuse permission to display any poster considered to be inappropriate or commercial in nature.
- The posters will be on display for the duration of the Forum. Poster presenters should plan to mount their poster presentation to the poster board at the Poster Briefing.
- Posters should not exceed 36 inches tall and 48 inches wide. If needed, a poster display board (36 inches tall x 48 inches wide) with easel will be provided by SPE.
  SPE will provide mounting materials (Velcro and tape).
- The poster display may include graphs, tables, photographs or illustrations. All the material should be sufficient size to be easily read. The poster should generally be prepared in the following manner:

  o No excessive commercialism, company logos, trademarks or specific product names. If excessive, the poster may be modified, or if the poster is determined to be inappropriate, it will not be displayed.
  o Identify topic by title, presenter, contact information, and affiliation.
    - Place the title prominently at the top of the poster to allow easy identification.
    - Presenter name and affiliation could be written below the poster title. Use of company logo is allowed for the purpose of affiliation only.
    - In addition to your name, we suggest that you attach a recognizable photograph of yourself to your poster.
  o Keep illustrations simple by using charts, graphs or photographs. Contrasting colors, drawings and pictures create interest and visually explain a point.

Enjoy your role in the forum!