

INSTRUCTIONS FOR POSTER PRESENTATIONS LABOR AND EMPLOYMENT RELATIONS ASSOCIATION ANNUAL MEETING

Your paper has been scheduled in a poster session during the upcoming annual meeting of the Labor and Employment Relations Association. By facilitating informal discussions between presenters and their audience, poster sessions provide a more intimate forum for exchange than do regular paper presentations. Ideally, a well-constructed poster will be self-explanatory and free you from answering obvious questions so that you are available to supplement and discuss particular points of interest.

SUCCESSFUL POSTER PRESENTATIONS ARE THOSE WHICH ACHIEVE BOTH COVERAGE AND CLARITY.

COVERAGE: Have you provided all the obvious information? Will a casual observer walk away understanding your major findings after a quick perusal of your material? Will a more careful reader learn enough to ask informed questions?

In addition to a title/author label and abstract, most successful posters provide brief statements of introduction/method/subjects procedures/results/conclusions. Ask yourself, "What would I need to know if I were viewing this material for the first time?" and then state that information clearly.

CLARITY: Is the sequence of information evident? Indicate the ordering of your material with numbers, letters, or arrows, when necessary. Is the content being communicated clearly? Keep it simple. Place your major points in the poster and save the non-essential, but interesting sidelights for information discussion. Be selective. Your final conclusions or summary should leave observers focused on a concise statement of your most important findings.

GUIDELINES FOR PRESENTERS

Poster boards mounted on stands will be provided by LERA and placed in rows in the designated meeting room. You are on your own. Participants should plan to prepare their poster board materials in the poster session room anytime after 8 a.m. the day of the session or at the latest by ten minutes before the poster session begins. Thumbtacks/pushpins will be available in the room. Materials must be removed from the poster board immediately after the poster session to make room for the next poster session.

At least 30 copies of your complete paper should be available for distribution to interested persons. Copies of your paper and all illustrative materials must be prepared BEFORE the convention. LERA does not have reproduction or graphic facilities at the meeting.

LERA ANNUAL PROCEEDINGS

Prepare a brief abstract (no more than 100 words) of your research presented in the Poster Session to be included in the *Proceedings of the LERA Annual Meeting*. Please submit a Microsoft Word file of your abstract via email to LERAoffice@uiuc.edu. Limit the title of the abstract to 10 words. In addition, please sign the enclosed Author Agreement Form and mail or fax it to the LERA National Office at 217-265-5130. While you are not required to submit your abstract for publication in the *Proceedings*, if you wish to do so, please submit it to the LERA before the Annual Meeting or by January 15; or you may leave an electronic copy of it on a disk at the LERA Information Desk during the Annual Meeting.

REQUIREMENTS FOR MAKING POSTERS

The poster board surface is 4 feet high and 6 feet wide. Prepare a label indicating the title of your paper and the author(s) for the top of your poster space. The lettering for this section should be no less than one inch tall. A copy of your abstract (300 words or less), in large typescript, should be posted in the upper left-hand corner of the poster board. Do not mount illustrations on heavy board because these may be difficult to keep in position on the poster board.

Bear in mind that your illustrations will be viewed from distances of 3 feet or more. All lettering should be a least 3/8" high, preferably in a bold font or, if hand-lettered, written with a regular felt-tip pen (not fine point). Be sure to provide clear labels for each section of your presentation.

A suggested arrangement of a poster board is illustrated below.

ABSTRACT				SIGN WITH PAPER TITLE AND AUTHOR(S)	
INTRODUCTION		FIGURE I		FIGURE III	FIGURE IV
TABLE I		FIGURE II			
TABLE II		CONCLUSIONS			

SUMMARY

1. Set up poster at least 10 minutes before session begins.
2. Prepare title/author label with lettering at least one inch high for the top of your poster space.
3. Prepare an abstract (300 words or less) with lettering at least 3/8" high for the upper left-hand corner of your space.
4. Indicate clearly the sections and sequence of your materials. Keep it simple.
5. Bring at least 30 copies of your paper with you for distribution. On-site reproduction will NOT be available.
6. Remove material from poster board at the end of the session.
7. Prepare a brief abstract (no more than 100 words) of your research presented in the Poster Session to be included in the *Proceedings of the LERA Annual Meeting*.

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