

Best Practice Poster Proposal

Joint Conference of Harbor Safety Committees and Area Maritime Security Committees

Hilton Americas, Houston, Texas

Poster Presentation Dates: June 7-8, 2011

Meeting Dates: June 7-9, 2011

YES! I am interested in offering a poster display highlighting a best practice in harbor safety and/or port security.

Please provide the requested information and return the proposal to Lyndsey Williams (lwilliams@nas.edu).

Deadline: May 11, 2011

Please print or type:

Best Practice Title _____

Name _____

Organization _____

Address 1 _____

Address 2 _____

City _____

State _____

Zip/Postal Code _____

Country _____

Telephone _____

Fax _____

Email _____

Website (if applicable) _____

The following is a brief description for consideration by the conference planning committee. (Please attach detailed material, if available.)

Description (please print or type)

The posters will be mounted on poster board and placed on easels for display throughout the conference. All presenters offering poster displays will be listed in the conference program. If you have questions, please contact Lyndsey Williams (lwilliams@nas.edu or 202.334.3119). Thank you!

Best Practice Poster Guidelines

Joint Conference of Harbor Safety Committees and Area Maritime Security Committees

Hilton Americas, Houston, Texas

Exhibit Dates: June 7-8, 2011

Meeting Dates: June 7-9, 2011

Poster Display Hours

Day	Hours
Tuesday, June 7	10:30 a.m. – 7:30 p.m.
Wednesday, June 8	7:30 a.m. – 4:30 p.m.

Set Up

- Poster set up is from 7:00 a.m. – 10:00 a.m. on Tuesday, June 7, please come to the exhibit area of the Hilton Americas, Houston to receive your easel assignment
- Posters should be ready for viewing no later than 10:00 a.m. on Tuesday, June 7
- The posters should be mounted on poster board, as they will be placed on easels (one easel per poster) throughout the conference
- Poster materials must be brought to the conference site in time to meet the set up deadline

Dismantle

- **All posters may remain in place until 4:30 p.m. on Wednesday, June 8**
- You are responsible for removing all of your materials by Wednesday, June 8, 2011, 6:30 p.m.

Security

- Posters will be located in public function spaces
- Neither the hotel nor the conference hosts are responsible for your items

FOR YOUR REFERENCE: Poster Design Suggestions (adapted from the American Association for the Advancement of Science website)

1. All lettering should be legible from about 5 feet (1.5m) away. Text material should be approximately 24 points (1/4", .625cm).
2. Poster elements should be mounted with an adhesive on light poster board (1/8" or .313cm foam-core board). A cleaner look is achieved if the illustration and caption are mounted on the same board and a half-inch of the colored poster board extends as a frame.
3. The top of the board should consist of an easy-to-read title that includes the author(s) name(s) and affiliation(s). The title lettering should be about 2" to 3" (5cm to 7.5cm) with subheadings 1/2" to 1" high (1.25cm to 2.5cm)
4. The component parts should be organized in a way that visually leads the viewer through the display. Leave some open space in the design.
5. Use elements of different size and proportions. Convert tables to graphic display, if possible.
6. A large and/or bright center of interest can draw the eye to the most important aspect of the poster. Use color to add emphasis and clarity.
7. Make illustrations simple and bold. Enlarge photos to show pertinent details clearly.
8. Displayed materials should be self-explanatory, freeing you for discussion of your work. However, limit the amount of text you present. Lengthy paragraphs describing procedural details, results or conclusions should be avoided. Use an outline or bullet format.
9. Avoid disciplinary and technical jargon whenever possible.

If you have questions please contact Lyndsey Williams, TRB (williams@nas.edu or 202.334.3119).