

## TESL Ontario Annual Conference Guidelines for Poster Sessions

Poster sessions offer an alternative format to presentations, workshops and papers. A poster session is a way of presenting research, techniques, teaching activities and methods in a self-explanatory display. It gives you the opportunity to discuss your work and ideas in an informal setting.



At the conference, the posters will be displayed in one room that contains multiple display boards. You will be given a space that is 4 feet by 6 feet in size on a display board. You can produce your poster on one large sheet that you can pin up or on several sheets that you can organize at the conference. Someone will be on hand in the display area to help you.

Your session will be listed in the program in the same way as the other presentations. Conference participants will expect to find you in front of your poster during the specific time listed in the program, but you are welcome to stay longer or to come by at other times.

Here are a few guidelines that will make your session a success:

- **Organize the content so that the information is coherent.**  
It is important that your display be easily understood when you are not there.
- **Use font size large enough to be read from several feet away.**  
We suggest using at least 24 point font for text with a larger font for titles.
- **Limit the amount of text and use point form where possible.** This will help your reader scan the poster quickly and then ask questions.
- **Use visuals in your poster.**  
Picture, charts, and diagrams help make the poster inviting and easy to understand. Make sure they are visible and clear.
- **Consider providing a brief summary on a handout.**  
You can leave handouts attached to your poster board for participants to take when you're not there. This might be more appropriate for some posters than for others, but consider having your contact information available so someone can contact you for more information or to share comments.



- **Have your poster material and layout ready to assemble on the display board when you arrive.**

When you arrive you will be assigned a display area in the room. If your poster consists of several papers, make sure you have planned your layout so you can quickly pin it on the board. Ideally your poster should fill the area you have on the board. Please bring whatever you will need - pins are best. Keep in mind that there is no audio-visual equipment or electrical access available in the room and no table surface for you to display other items.

- **Look at examples of posters from past TESL Ontario conferences to help you design yours.**

Below are examples of different types of posters that were presented at a past TESL Ontario conference. You will see that the board includes the number of the poster assigned by the conference organizers and the poster material. More pictures are available at

<http://www.teslon.org/confpics2010>

