



## Hardened Electronics and Radiation Effects Technology (HEART) Guidelines for ITAR & Unclassified Poster Presentations

CLASSIFIED Posters will receive individual guidance on sizing and printing requirements. Please contact the Poster Session Chair Kate Bell at [ksbell@sandia.gov](mailto:ksbell@sandia.gov) and the Security Chair Danielle Perchert at [dperche@sandia.gov](mailto:dperche@sandia.gov) for questions specific to classified posters.

1. Each author will have a usable area that is approximately 3 feet 9 inches high x 7 feet 7 inches wide (45 inches high x 91 inches wide) to mount poster material. The posters are free standing; the bottom is about 36 inches (91 cm) above the floor. The actual mounting boards are approximately 4 feet high by 8 feet wide. The upper edge is about 6 feet 9 inches (2.7 m) above the floor level, requiring close attention to letter, symbol, and figure size to ensure legibility.
2. Material can be mounted to the poster with pushpins or Velcro. Push pins will be provided at the conference, but authors must provide their own Velcro fasteners.
3. Authors should provide a poster title using letters large enough to be legible at ~ 10 feet (3 m). The title should be displayed at the top of the mounting board along with authors' names and affiliations.
4. Under **no circumstances** should you simply put your typewritten paper on the poster board. Also, **it is strongly discouraged to substitute a powerpoint presentation for a true poster**, especially when the powerpoint presentation is printed on a series of 8.5" x 11" pages. This is far less effective than a true poster.
5. A short abstract (35-50 words) with lettering readable from ~6 feet (1.8 m) should be prominently displayed near the top of the board (e.g. beneath the title).
6. The body of the poster paper should consist of several small sections, arranged to guide the viewer through an introduction, results and analysis, and conclusions. If necessary, include references. The poster must be self-guiding because many conference attendees will read your poster at times other than the normal session.
7. Lettering size is extremely important. Lettering must be clearly readable from a distance of 6 feet (3 m), as clusters of people will surround the poster boards during the session. We recommend nothing smaller than **14-point bold lettering** be used anywhere on the poster. It is better to use 18 to 24-point letters for your main text. The use of color to organize sections of the paper is effective. Color graphs, and/or colored borders around black and white figures can be effective in making your poster easy to read. You need to be creative and present only clear, readable data tables and graphs.
8. Limit posters to significant data, details, graphs, and key experimental results that help explain the most important points of your work. Do not try to get everything in the written paper on the poster, just the main points. Photographs can also be

effective, but should be large enough to be easily viewed and address key points.

9. Some authors have found that it helps to attach a single bound copy of their complete paper to the poster for reference. If you do this, be sure to use a strong cord and attach it firmly to the poster to prevent loss. If possible, please include photographs (3 x 5 inch; 7.5 x 12.5 cm) of the principal presenter and co-authors near the top of the poster. This allows the audience to recognize the authors of the poster papers.

Thank you for taking the time to read these guidelines. Following them will enhance your presentation and make it more likely that the audience will understand your presentation and pay attention to your work.

### **Poster Workshop Setup**

The Posters are to be setup in the Galt House Sunflower/Daisy/Lily rooms.

Once arriving at the conference, please confirm the date and times of poster setup and takedown.

### **MINIMUM LETTERING SIZES**

The size of the lettering used on your POSTER is particularly important to make it readable at a distance of 10 feet (3 m). Note carefully the **absolute minimum** sample sizes below. Larger fonts are preferred. These are "Arial" type fonts, but other graphics quality type fonts may be used.

**Title (36 point)**

**Author Name and Affiliation (24 point)**

**Headings (18 point)**

**Text (14 point)**

**Scales for Figures (14 point)**

Please contact the Poster Session Chair Kate Bell at [ksbell@sandia.gov](mailto:ksbell@sandia.gov) if you have any questions.

Thank you for your work. We look forward to seeing you at the conference!