



LER A Annual Meeting Poster Session Guidelines

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 POSTER PRESENTERS

Foam Core poster boards mounted on easels 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 any time after 8am 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 conference. LERA does not have reproduction or graphic facilities at the meeting.

ABSTRACT PUBLICATION IN 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 your abstract and Author Agreement Form online at <http://www.leraweb.org/paper-upload>. Author Submission Guidelines and the Author Agreement Form (page 7 of the Guidelines) can be found at the LERA Website here: <http://www.leraweb.org/sites/lera.cloud.ojctech.com/files/publications/Proceedings/AuthGuide-Proc2012.pdf>. While you are not required to submit your abstract for publication in the *Proceedings*, if you wish to do so, please submit it before the Annual Meeting or by June 14 immediately following the Annual Meeting.

REQUIREMENTS FOR MAKING POSTERS

The poster board surface is 40 inches high and 60 inches wide. Prepare a label indicating the title of your paper and the authors(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.

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|--------------|--|-------------------------------------|------------|--|-----------|
| 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 for publication in the *LERA Proceedings*.
8. Upload your brief abstract (100 words) and your completed Author Agreement Form online at <http://www.leraweb.org/paper-upload> by June 14 (one week following the meeting).