POSTER PAPER SESSION FOR THE 2018 NORTHEAST PASTURE CONSORTIUM ANNUAL CONFERENCE

This will be held on the afternoon of January 25th. This allows researchers and others a chance to show us what they are doing in support of pasture-based farms in Northeast and elsewhere. These are often wide-ranging efforts from papers that support the session topics of the current annual conference to papers following up on previous meetings' session topics to papers addressing new issues of importance to pasture-based farmers and the society that they support with food, fiber, and scenic green open spaces.

Be sure to let Jim Cropper know you plan to present a paper so that we have adequate wall space to display them. **Deadline for submission of poster paper title and authors is January 12, 2018.** Submit the title and authors by email to Jim Cropper. **Send poster paper abstract to Jim Cropper, no later than January 19th, 2018**. Email address is: jbcropper@yahoo.com

For the Northeast Pasture Consortium Conference participants doing a poster paper for just this conference only, use the guidance below. For those members reprising a poster paper they have used at other conferences or meetings, there is no need to conform to every specification below. However, keep in mind the target audience is primarily to inform our livestock and pasture farmer members. In the results and summary sections, be sure to emphasize how the research findings in the poster paper are or could be relevant to their operations.

Introduction

A major purpose of the annual conference is a 2-way exchange of information. Remember that your paper must be carefully planned, clear and concise, oriented to transfer information effectively, hold the attention of the audience, and have a take-home message.

Planning

Include: an **introduction, methods, results and discussion, summary, and references**. Use metric and English units (in parenthesis) for **weights and measures**, or English units only. Use PowerPoint (or other computer graphic software) or make a small-scale layout of your poster on ordinary letter paper (8 1/2 by 11 inches). Emphasize the points you want to stress in your poster. Think of headlines, text, charts, graphs, illustrations, and photos, and incorporate these ideas into your layout. Once you are satisfied with the initial layout, finalize poster. **Poster size: half** poster paper - approx. 42 X 42 inches only. Wall space is limited so they cannot exceed 42 inches in width. If your plotter is not as large as the 42-inch dimension vertically, it will not disqualify your submittal; you may have to be more brief or concise in your message that you convey.

Organization

Your poster starts in the upper left-hand corner. From here the poster should flow from left to right and top to bottom. The title - author(s) - sponsoring institution heading for your poster must be at the top of the poster paper. Use letters, numbers, or arrows to indicate the proper flow to the audience.

Simplicity

Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight trends and comparisons with **simplified** charts, graphs, and diagrams. Make key points in the legend of the figure or table. Use text sparingly, and make sure it is easily understood by the audience. **Outline important points with bulleted text.** Use abbreviations and acronyms sparingly. Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs or tables. Remember, a lot of people will read or study your poster while you are away or talking to

another person about the content of the poster; keep the message clear and simple. Choose one background color for your poster paper. Use contrasting colors where appropriate in charts, graphs, and diagrams.

Headings

For the **title**, use a finished font that is at least 1 inch high when the poster is printed out to full size. The lettering for authors' names, sponsoring institution, and address should be at least 3/4 inch high. **For section heads and subheads, use a type font** at least 25% larger than the text font (1/4-inch-tall when poster is printed at full size). All type must be easily read from six feet away. Use a bold typeface for headings and labels.

Text Type

Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs. A few summary statements are encouraged. Use a word processor to prepare your text copy. Set your word processor for 1.5 lines of space between each line of type. Text in upper- and lower-case letters is more readable than all capitals. Lettering for subheads and figure captions should be larger than text type, but smaller than type used for a main heading. This type should also be bold. Text type should be at least 1/4-inch tall and readable from 6 feet away. Choose a plain font type such as Arial.

Mounting

The best procedure is to use large glossy paper that is on a spool of a plotter used to capture the image from Power Point or similar software. Bring along the necessary items to put up your poster. We may not have poster boards at the Century House, but I have asked to use walls if boards are unavailable. Bring a supply of business cards to hand out at your poster session. This is a quick way of distributing your name and address to interested attendees. Have a sign-up pad available to record the names and addresses of individuals wanting more information. You may also want to have a supply of handouts available for interested people. The Century House requires the posters to be mounted to the wall with push pins. The wallpapered walls in the Hudson-Halfmoon Room will accept them and push pins are preferred over poster tape. The name of the presenting author will be posted on a 2 x 4-inch card provided by the Executive Committee at a wall space large enough to display the poster paper.