

## Information and Guidelines for Poster Presenters

### Presentation Schedule

- Please reference the email sent to you with individualized and important details regarding poster set-up and poster take-down, as well as, the assigned day and time that you are scheduled to accompany your poster to discuss with poster viewers.
- Your poster will be displayed only for the day and time that it is assigned.

### Display Facilities

- **Posters must not exceed 46 inches (116 cm) wide by 45 inches (114 cm) high.**
- It is recommended that you print your poster before you travel. However, if you are not able to, contact the business office at the hotel prior to your departure to coordinate printing.  
[Sheraton-Denver-Downtown Business Office](#)
- Velcro fasteners will be provided to you for attaching the poster to the fabric panel.
- Electrical outlets will not be provided in the poster presentation area.
- If your poster **is not displayed** for the assigned day and time scheduled, it will be noted as a “no-show” and pulled from the program and publication.

### Preparation of Poster

- The official language for the posters is English.
- Prepare the poster on material that is lightweight.
- Handouts, if appropriate, should be directly related to the topic of the poster and must not contain advertising.
- On the top left corner of your poster if is optional but beneficial for you to add a photo of yourself so you can be easily identified with your poster content.

### Poster Layout

- Posters should be readable from 6 feet (2 meters).
- Avoid overcrowding figures into tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.
- If you are not familiar with this form of presentation, we recommend that you plan the layout of the poster with an art/design consultant and consider having the artwork professionally drawn.
- No commercial activities nor any advertising may be displayed on the posters. Not complying with this rule will result in the poster being removed.

### Questions

Contact Cereals and Grains 19 at [HQ@cerealsgrains.org](mailto:HQ@cerealsgrains.org)