

## Instructions to Poster Presenters

We look forward to your participation in the Chirality 2007 Symposium. Once you have received confirmation that your abstract has been accepted for poster presentation, it is important that you confirm your intent to present the poster by completing/returning the Chirality 2007 Meeting Registration Form.

Posters will be on display for two days.

Authors presenting posters are requested to be in attendance at their poster board on the day of their poster presentation.

All posters should be mounted on Monday between 8:00 AM and 10:00AM

All posters will remain on their respective poster boards for two days (Monday and Tuesday).

On Tuesday, all posters should be removed by 6:30 PM (*anything remaining after 6:30PM will be discarded by the company who will remove the poster boards*).

If you submit several poster abstracts, and many of them are accepted, it is your responsibility to make sure that all your poster abstracts are covered at the assigned times. No one author may present more than two posters at one time. If you have more than two posters to present at the same time, please ask your co-authors to help you or withdraw the extra posters. Note, if a co-author presents the poster, the co-author must be registered as a conference attendee.

### POSTER BOARD SIZE

The size of each poster board is 8 feet (243cm) wide by 4 feet (121cm) wide.

Each author of a poster paper will be provided with a poster board (one poster per board).

The poster number will be provided and will be located on an upper corner of the poster board.

Reprint request envelopes will be located on a bottom corner of the poster board so you may receive business cards requesting reprints or details about the paper presented.

All material to be posted must be prepared in advance because supplies for this purpose will not be available at the site.

Be sure to bring the supplies you will need to mount your poster, i.e., push pins, tape, scissors, etc.

Do not write on or mark the poster boards.

### POSTER PREPARATION

A title banner should be prepared which is not more than 4 ft. long. Lettering should be at least 1" high. The banner should include the title, authors and address.

The minimum size of each page should be at least 8 ½" x 11." Larger sizes may be used, but size consistency is encouraged.

A minimum letter size of 14 point is recommended. Large point sizes should be used for headings. Please use block lettering and not script.

For best visual effect, use simple to semi-complex figures that can be read easily (from 4 ft. away). Labels should use type at least 18 points high.

Arrange poster sheets for logical flow from top to bottom, left to right. Number poster sheets in the order you wish them to be viewed. Consider using connecting lines (for example, colored tape) to guide the viewer. Block and subtitle several poster sheets devoted to a specific part of the work; e.g., apparatus, sample work-up, experimental details, etc.

One page should be devoted to a concise, straightforward statement of the objective of the work, and should be placed at the beginning of the board. Other pages should demonstrate in some detail the work that was done and typical results. Excessive detail is not encouraged. One page should present the results and/or conclusions of the work, and should be placed at the end of the poster presentation.