

Air & Waste Management Association

Guidelines for Annual Conference & Exhibition Poster Presentations

This guide summarizes requirements for submissions by Poster authors for the purpose of enabling content review and also addresses poster-board content and format requirements.

Submissions by Poster Authors to Enable Content Review

Starting in 2016, A&WMA is offering Poster presenters several format choices for their submissions required so as to enable content review by A&WMA. The format options are:

- 1) Either of the traditional, standard options: Full-Length Paper or an Extended Abstract, which will receive technical review.
- 2) PowerPoint Presentation, which will receive content review.
- 3) Outline only, which will receive content review. See also “[Submission Deadlines and Inclusion in Conference Proceedings](#),” below.
- 4) Detailed Poster Mock-Up (i.e., as a PowerPoint file), which will receive content review. See also “[Submission Deadlines and Inclusion in Conference Proceedings](#),” below.

In preparing your submission for content review, please follow the appropriate style guide. This is important as it ensures that presentations and conference proceedings have a standardized format and appearance. Depending on the submission format you adopt, refer to the corresponding style guide below via the link provided.

- [Poster Style Guide](#) (the style guide you are reading)
- [Manuscript \(Full-Length Paper\) Style Guide](#)
- [Extended Abstract Style Guide](#)
- [PowerPoint Presentation and Outline Style Guide](#)

Submission Deadlines and Inclusion in Conference Proceedings

Once you are notified that your abstract has been accepted, you must submit for content review, drafts of either a Full-Length Paper, Extended Abstract, or Power Point presentation OR an Outline or Mock-Up for your poster presentation by March 14, 2016. If you choose to submit an Outline or Mock-Up at the draft content-review stage, you are still expected, after receiving content-review feedback, to submit your final Full-Length Paper, Extended Abstract, or PowerPoint presentation (i.e., upload an electronic file to the system) by April 11, 2016. *Only finalized Full-Length Papers, Extended Abstracts, or PowerPoint presentations submitted into the system will be included in the conference proceedings.* Outlines and Mock-Ups will not be included.

Poster-Board Content and Format Requirements

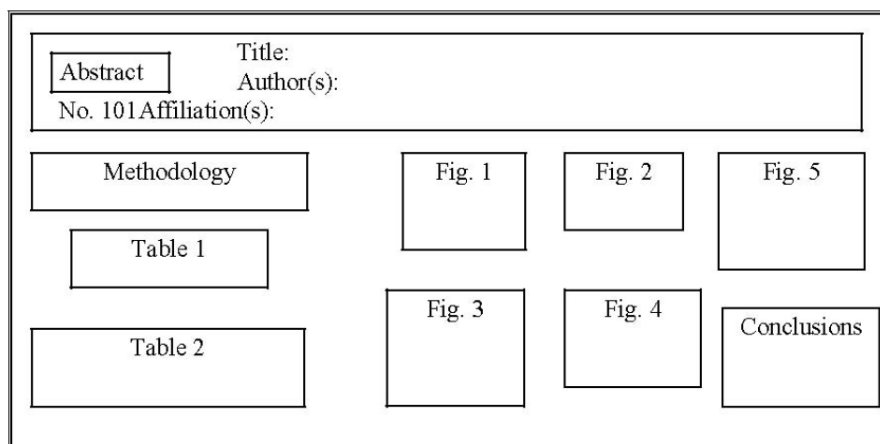
Please see the next page for Style Guide instructions on poster format when presenting at the conference.

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- You will be assigned a station at the conference that has a poster board. Your station will be identified by a label that includes your control number and additional identifying information (title, author names, etc.)
- The size of the board will be approximately 4'-high-by-8'-wide (one side of a two-sided board). There are no specific size requirements, but your poster should fit within the size of the board. Therefore do not exceed a size of 4' x 8'.
- Include in your poster a top panel that lists the title of the poster, the abstract, and the names and affiliations of all authors.

Sample:



- Keep the figures and tables simple. All lines should be heavy and dark. Symbols, letters, and numbers on figures and tables should be large enough to be seen six feet away. Number and arrange illustrations and tables in the sequence in which they will be viewed.
- You may use color in your display to add emphasis.
- A strong poster should be able to describe the research in only a few minutes. Thus, minimize text and tables and maximize pictures, figures, schematics, graphs, etc.
- Place your display materials on regular bond paper (100 lb paper is recommended) so you can attach them easily to the poster board with tape, thumbtacks, etc.
- A&WMA will supply pushpins to affix your presentation to the poster board. If you prefer to bring velcro, both sides are necessary.
- Please refer to conference communication for poster set-up and tear-down dates/times, as well as times you should be at your poster available for questions and discussion. After the final poster session, please remember to remove your poster. Unclaimed posters will be discarded.