

Guidelines for poster presentations

Posters are a good way of communicating about your research. They are particularly effective for presentations communicating quantitative data, but can be used for a variety of reasons. A poster may be an independent presentation, it may be an addition to your paper, and it can be an alternative to an oral presentation. The Scientific Committee may offer members proposing a paper that does not fit into the programme to convert this into a poster presentation.

You have basically two strategies in interesting people in your poster:

1. Make it short and easy to read, with as many pictures and as little text as possible. This will attract the casual passer-by;

or

2. Aim for a limited, but more interested group, by having considerably more text.

In either case, you might want a handout giving more details, but think how you will make this available – to hand out only when you are next to your poster, or to have a pocket on the poster in which you can leave copies, or to be placed on a desk in the session that your poster has been included.

Poster Presentation

Your poster will be assigned a numbered space in the poster presentation area of Hunter Halls according to the theme under which it was submitted. **Please check the EAA Helpdesk notice boards on arrival to determine your poster's allocated space.** The schedule for themed poster displays is noted below. You are encouraged, where possible, to be at your poster to answer questions and follow-up points with your audience.

<i>Science and Archaeology</i> (Sessions code with SA)	Thursday 3 rd September
<i>Archaeology and Mobility</i> (Sessions code with AM)	Friday 4 th September
<i>Legacies and Visions</i> ((Sessions code with LV)	Friday 4 th September
<i>Reconfiguring Identities</i> (Sessions code with RI)	Friday 4 th September
<i>Celtic Connections</i> (Sessions code with CC)	Saturday 5 th September
<i>Interpreting the Archaeological Record</i> (Sessions code with AR)	Saturday 5 th September
<i>Communicating Archaeology</i> (Sessions code with CA)	Saturday 5 th September

You are responsible for hanging your poster – stewards will be available to provide Velcro. To maximise impact posters should be hung by 07.45 on the morning assigned and retrieved by 16.00 (after the final coffee break) in preparation for the next day's posters. Any posters remaining after 16.00 will be taken down by the stewards and stored at the EAA Glasgow Helpdesk for retrieval afterwards (this is not a secure area and we do not take responsibility for any losses of posters).

Language

English is the main language of the conference, so this is best, but bilingual posters are also a good solution if you don't have too much text. If you cannot do this, try to make the illustrations self-evident, or make a translation available as a handout. Try to get a native English speaker to help you – if you have no assistance, approach the organisers – they may be able to suggest someone. If someone is correcting your text, make both your English version and your original version available so that problems of translation can be checked.

Content

Include information about who you are, and how you can be contacted, both at the conference, and at your normal address. If your poster is part of a poster session, make sure you are present during the time slot reserved for the session. If it is not, leave a note to say when you will be available at your poster to talk about it. There may be general 'poster session' slot.

If you are talking about a site, make sure there is a map to show the site's location, and its date – what may be self-evident to you is not to someone from the other end of Europe. Make sure the poster has a clear heading to attract interested people who are passing by.

Size and Format

Posters may be displayed in either portrait or landscape format provided they fit within the space available for each poster which is 2.15m x 0.915m (7ft x 3ft). We are unable to display any poster which exceeds these dimensions. Note: This space is adequate for an A0-sized poster displayed portrait (841 x 1189mm), or an A1-sized poster displayed landscape (841 x 594mm).

Please observe the indicated measurements, otherwise it may not be possible to present your poster.

1. All posters should be in the format as indicated in the template including the header.
2. Specifications of the posters:
 - a) **All posters must include the EAA Glasgow 2015 official header.** Download the poster header from our website (<http://eaaglasgow2015.com/wp-content/uploads/2015/06/EAA-Glasgow-poster-header.jpg>).
 - b) Please do not forget to **fill in the ID Number** of your session in the space indicated.
3. Poster submitters can prepare either **one or maximum two poster sheets** in A1 format for their specified session. If you decide to prepare two posters, please notify the organizing committee as soon as possible so that we can reserve the extra space.
4. Posters will be hanged, not pinned.
5. Posters should be handed in to the registration desk as early as possible.

POSTER GUIDELINES (PORTRAIT EXAMPLE – A1)

(ISO A1)

594 mm

163 mm

