



136th Annual Academy Meeting Poster Session Presenter Guidelines

What should I submit and when is it due?

There are three submissions all due by Feb. 4:

1. A presentation **Abstract** submitted through the [Member Center](#) at the Indiana Academy of Science website.
2. A digital rendering of your **Poster**.
3. A **Bio Slide**. For instructions see [Bio Slide Guidelines](#).

How will the Poster and Bio Slide be used?

Meeting attendees will be able to review Poster Session Posters along with the Bio Slides in the IN ADVANCE tab of the virtual venue prior to the Meeting.

We have chosen to use the [WhatsApp](#) messaging tool for question and answer sessions during this meeting. Poster Session presenters can use **WhatsApp** for chat, calls and video conversations with attendees. If you would like to use **WhatsApp**, please download the app to your smartphone prior to the Meeting. See the [Bio Slide Guidelines](#) for details.

How do I create my poster?

Use PowerPoint or Keynote to create your poster. Use this [sample poster](#) as a template to get started. Replace titles, text, and graphics with your own research material as appropriate.

Guidelines

- All poster text must be at least 12 points. Use the [sample poster](#) as a template to ensure compliance.
- Your poster title must not exceed 60 characters
- Submit your poster as a PowerPoint file (.ppt, or .pptx), Keynote file (.key), a PDF file (.pdf) or a high quality graphic file (.png, .jpg, .jpeg, etc.)
- Posters may *not* contain video or audio clips. Video or audio clips must be submitted as separate files. Please contact gkessler@alignvls.com
- Use the file name convention [below](#).

Sample Poster Link: <https://app.box.com/s/oxpqb8worbevuqgils11swgdfn25s0oj>

What should I do with my finished poster file?

Email your Poster file to 136AASubmission@gmail.com

What should I name my file?

Follow this file naming convention:

PO- [Section Abbreviation]-[Last Name]-[First Name]

Example: PO-AN-Kessler-Glenn

SECTION ABBREVIATION KEY					
GI	General Interest	EC	Ecology	PA	Physics/Astronomy
AN	Anthropology	EN	Engineering	PB	Plant Systematics & Biodiversity
BO	Botany	EQ	Environmental Quality	SE	Science Education
CB	Cell Biology	ES	Earth Science	ZE	Zoology/Entomology
CH	Chemistry	MB	Micro/Molecular Biology	MA	Mathematics
PS	Psychology				