

## **ASEE 2022 Poster Presentation Guidelines**

The information below pertains to the 2022 Division Poster Session & NSF Poster Sessions.

### **Poster Board Assignments**

- ***For NSF Posters, they will be organized Alphabetically by Paper Title.***
- ***For the Division Posters, they will be organized Alphabetically by Division, then by Paper Title.***
- If you have more than 1 poster, your assignments will not be together.
- Authors can pin a business card to their other posters, so the attendees can contact them.

### **Printing on Site in Minneapolis**

- There is a UPS on site if you would like to print your poster and is located next to Ballroom B in the Convention Center Lobby.
- <https://locations.theupsstore.com/mn/minneapolis/1301-2nd-ave-s/convention-services>

### **Poster Hanging/Removal Times**

To ensure that all posters are hung in time for the opening of each Poster Session and not discarded afterward, ASEE asks that all presenters adhere to the following poster hanging and removal times.

#### **Division Poster Session Details**

Minneapolis Convention Center – Exhibit Hall

Tuesday, June 28, - 9:45 am – 11:15 am

**Hang time:** 8:00 a.m. – 9:30 am

**Removal time** 11:15 am – Noon

#### **NSF Grantees Poster Session**

Minneapolis Convention Center – Exhibit Hall

Wednesday, June 29, - 9:45 am – 11:15 am.

**Hanging time:** 8:00 a.m. – 9:30 a.m.

**Removal time:** 11:15 a.m. – Noon

### **Poster Board Dimensions**

- The dimensions of the poster boards are 4' wide x 8' high.
- These poster boards are double sided (one roster per side) and each side will be used for poster presentations and will be numbered

**You may use up to 4'x4' section of each side.**

- Pins to place the presentations on the boards will be available for your convenience, but it's always good to be prepared as the pins sometimes get moved around.

- Please arrange to get to the exhibit hall at least a half an hour in advance of the poster session.
- When entering the exhibit hall, please look for your number on the poster board.

**Poster Session Etiquette:**

- Posters must be hung up at least 30 minutes before the poster session starts and taken down within 30 minutes after the session ends. Please do not use this time to preview other posters. Once you have placed your poster please exit the poster hall until it opens.
- Stand by your poster for the duration of the poster session.
- Chairs are provided by request.
- Tables are not provided.

**Reminder:**

- Push pins will be available.
- Poster numbers will be displayed on the boards, you do not have to print the number on your poster.
- An ASEE staff member will be on site at the session to assist as necessary.