

Notes for future organizers: poster session

- Don't accept too many posters
 - It's easy to think of the poster session as a dumping ground for all the papers you like but can't fit into the main program, but the size of the poster session is limited as well
 - We accepted about 90; after withdrawals that was down to 75; that was still way too many
 - It's nice if people can feel like they have time to see most of the posters they're interested in
- Try to arrange posters thematically: put posters on related topics near each other in the poster room
 - It's often possible to create smooth transitions between topic areas—e.g., put the poster on vowel variation in African-American English between the group of posters on AAVE and the group of posters on vowels
 - We put a map in the program indicating what regions of the poster room corresponded to what topics
- If two posters share a (co-)author, put those posters next to each other
- Make it easy for people to find the poster they're interested in: in addition to the map by theme, we included a map in the program showing the exact location of each poster by number
 - I recommend using numbers that are easy to follow: if you number each poster by location, it's easy to find where a poster is if you list the numbers in the index of titles or abstracts (this isn't what we did)
- Allow presenters time to set up—if you can have the poster boards/easels/whatever set up in time, it's nice to let presenters set their posters up during the previous session rather than making them rush to set up during the coffee break before the poster session or whenever
- We put labels on the boards/easels with titles, authors, etc. so that each presenter could easily find where to set up their poster
- Have food at the poster session
 - It's okay for it to be “snack” food or “dinner” food, but tell people what to expect so they know whether they'll need to make other plans for dinner as well