22nd Annual Meeting of the EAA

31st August-
4th September
2016 Vilnius

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;
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.

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. At some annual meetings, there may be a general 'poster session' day.
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.

Poster Presentation

If your poster is part of a poster session that has been given a specific time slot, you should be at your poster to answer questions and follow-up points with your audience. The programme may also include a general 'poster presentation'. At this time you should of course also be present.

Your poster will be assigned a numbered space in the poster presentation area 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 will be given *at a later date*. You are encouraged, where possible, to be at your poster to answer questions and follow-up points with your audience.

- *Interpreting the Archaeological Record* (Sessions code with TH1)

- *Managing the Archaeological Heritage* (Sessions code with TH2)

- *Theoretical and Methodological Perspectives in Archaeology* (Sessions code with TH3)

- *Archaeology of the Baltic Region* (Sessions code with TH4)

- *Science and Multidisciplinarity in Archaeology* (Sessions code with TH5)

- *Archaeology without Borders* (Sessions code with TH6)

You are responsible for hanging your poster – stewards will be available to provide assistance. To maximise impact posters should be hung by 08.30 on the morning assigned and retrieved by 18.00 in preparation for the next day's posters. Any posters remaining after 18.00 will be taken down by the stewards and stored at the EAA Vilnius Helpdesk for retrieval afterwards.

Size and Format

All posters should be in size ISO A1 (594 mm x 840 mm). All posters must have a heading. The heading should be in the following dimensions 594 mm x 100 mm. Posters may be displayed only in portrait format.

Please observe the indicated measurements, otherwise it may not be possible to present your poster. All posters should be in the format as indicated in the template including the header.

Specifications of the posters:

1. **All posters must include the EAA Vilnius 2016 official header**. Download the poster header from our website
   (http://eaavilnius2016.lt/wp-content/uploads/2016/03/EAA2016-header-594x160.jpg)

2. Please do not forget to **fill in the *ID Number* of your session** in the space indicated.

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.

Posters will be hanged, not pinned.

Posters should be handed in to the registration desk as early as possible.

POSTER GUIDELINES (PORTRAIT EXAMPLE – A1)

(ISO A1)

594 mm

163 mm

840 mm

SESSION ID NUMBER

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