

**National Council on Public History**  
2013 ANNUAL MEETING  
Knowing your Public(s) – The Significance of Audiences in Public History  
April 17– 20, 2013  
Delta Ottawa City Centre – Ottawa, ON

## CALL FOR POSTERS

The National Council on Public History invites proposals for the Poster Session at the 2013 Annual Meeting in Ottawa, Ontario.

### ***What is the Poster Session?***

The Poster Session is a format for public history presentations about projects that use visual evidence. It offers an alternative for presenters eager to share their work through one-on-one discussion, can be especially useful for work-in-progress, and may be a particularly appropriate format for presentations where visual or material evidence represents a central component of the project.

### ***When is the Poster Session?***

The poster session will be held on Friday, April 19, 2013 from 5:00-6:30pm at the Delta Ottawa City Centre in Ottawa. Set-up will begin an hour before the Poster Session begins.

### ***How to Submit a Proposal***

Proposals must be submitted electronically (in ONE PDF document) and include:

1. Contact information, including participant(s)' name(s), address(es), email(s), phone number(s), and affiliation(s), and a brief explanation of needs. (You may request ½ of a 6' table, access to one electrical outlet, and/or an easel and foam core on which to display your poster.) Wireless internet access will be available. *Participants must provide own computer if one will be used in the presentation. Due to limited space, projectors may not be used during the poster presentation.*
2. An abstract of no more than 300 words (including title) that explains and promotes the project. Be persuasive! Imagine that the audience for the proposal abstract is a museum visitor, potential funding agency, recalcitrant policy board or client, or fractious community group.
3. A one-page c.v. or resume for each participant.
4. You are encouraged, but not required, to include a simple one- or two-page visual mock-up of the display (e.g., created in PowerPoint, Photoshop, or Publisher, etc. and saved as a PDF).

*If you are not sure how to combine everything into one PDF document, your institution's technology staff should be able to assist you.*

**Deadline: NOVEMBER 1, 2012.** Email your proposal to [ncph@iupui.edu](mailto:ncph@iupui.edu) with the subject line "2013 Poster." *You will receive a confirmation email within three business days. If you do not receive a confirmation email, contact the NCPH Executive Office because your proposal may not have been received.* You will receive notification of whether or not your poster has been accepted in December 2012. If accepted, graduate students who are members of NCPH are eligible to apply for a [Graduate Student Travel Award](#).

### ***Why is the Poster Session important?***

Posters give graduate students and others a way to display and discuss their project-based work in a format that is interactive and collegial. Posters are also a perfect venue to show off the material and visual work of historians and public historians. In the sciences, posters are often a way to present preliminary data on a research topic and gather advice, and we understand that most posters for this conference will represent work that is complete, but we encourage students and advisors to present work as part of multi-year or ongoing projects so they can solicit advice and resources at the conference.

These guidelines are an attempt to standardize the posters, leveling the playing field for all presenters, and hopefully, reducing the cost of posters to students (especially the cost of shipping.) However, we are keenly aware of the need for creative license in creating the posters and do not want to quash anyone's creativity. We ask that presenters stick to the size and material guidelines for the poster. Upon request in your proposal, one-half of a six foot table will be provided where groups can display websites, video, audio, objects, baked goods, and other supporting materials. *\*Please note that internet access will be available for the poster session. However should service be interrupted for any reason, you may wish to demonstrate any websites or videos to your hard drive so that you are able to navigate the site without internet access.*

### ***What are the dimensions of a poster?***

No larger than 36" x 48".

### ***What materials should I use?***

Use laminated paper or poster paper. If you will need space to hang a poster, please be sure to request foam core and an easel in your proposal.

### ***Formatting and Content Advice***

A good poster should introduce your topic, research questions or goals, methods, and/or best practices, and what was accomplished and what you learned. Be sure to include the following:

- Give the poster a title.
- Use images to illustrate your points.
- Caption the photos with a title, photographer, and date.
- Keep text brief. Edit carefully. The test of a good poster is if someone can read it in five minutes and understand your main points.
- Use wallpaper and graphics to enliven the look of the poster.
- Print out all text. Do not hand letter.
- Consider making copies of your poster as handouts. This will mean shrinking the poster to legal-sized copies. Observers often want something to take away. Provide your contact information so folks can reach you later with additional questions, resources, and/or suggestions.

### ***Printing and Shipping Advice***

You have a few options for printing and shipping. If you are staying at the Delta Ottawa City Centre, you may print the poster at home, roll it in a poster tube, and ship it to the hotel. (More details will be provided closer to the annual meeting.) You may also print your poster at home and carry it on the plane. If you do not wish to ship or transport the poster, you may email your poster file to a print shop in Ottawa and pick it up there.

### ***Presentation Advice***

Students should be prepared to give a brief oral introduction to the project and answer questions.

### ***Resources from the Sciences***

The Society for Conservation Biology has some very useful advice and suggestions for creating effective posters. <http://www.conbio.org/studentaffairs/posters/>