SEMC

Forged in Culture,
Focused on the Future

WINSTON-SALEM, NC · 2026

September 28-30, 2026

Guidelines for Posters

To participate in SWIM and the poster presentation, you must be at the annual meeting in person. Collaborative teams can elect to have a single representative if necessary.

These guidelines aim to standardize the posters, level the playing field for all presenters, and reduce participation costs (especially shipping).

- SEMC will provide an easel, a cardboard presentation board that is 36 inches high and 48 inches wide (3 ft. x 4 ft.), and 4 binder clips.
- Each display should include the title of the presentation, the name of the presenter(s), and his/her/their affiliation.
- SEMC recommends a point size of 16–18 or larger for body text.
- Printed materials must be easily read at a distance of four feet.
- Posters may be set up beginning at noon on Monday and must be left on display until Tuesday at 3 pm. Students must remove their posters by 4:30 pm on Tuesday.
- Plan to be present at the poster display during expo breaks to discuss your work (exact times will be provided before the start of the conference).

What are the dimensions of a poster?

No larger than 36” x 48”. Please note that the cardboard provided to which you will attach your poster will be this size, so posters smaller than these dimensions may look untidy.

What materials should I use?

Use laminated paper or poster paper.

Formatting and content advice

- A good poster should introduce your topic, research questions, or goals; describe methodology and/or best practices; and give outcomes (what was accomplished/what you learned)
- 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 two minutes and understand your main points.
- Use backgrounds and graphics to enliven the look of the poster. Visual appeal is not a secondary consideration but a fundamental part of your poster’s effectiveness.
- 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 or bring personal business cards for distribution.

**Basic wireless internet access will be available for the poster session. However, tables will not be provided. Do not bring any additional material, such as laptops, tablets, etc., for presenting during the poster session.*

Printing and Shipping

You have a few options for printing and shipping. If you are staying at the conference hotel, Marriott Winston-Salem, you may print the poster at home, roll it in a poster tube, and ship it to the hotel at the address below. You may also print your poster at home and carry it on the plane or pack it in your automobile. ***There is no print shop on-site at the conference, so printing your poster in advance is necessary to participate.***

Marriott Winston-Salem

425 N. Cherry Street
Winston-Salem, NC 27101
ATTN: SEMC2026, [Your Name]

Resources to Consult

If you have never designed or presented a poster before, here are some collected tips and tricks!

- Western Museums Association
  https://westmuse.org/articles/poster-session-tips-and-tricks

- Digital Humanities at Berkley has a guide to creating and printing digital humanities posters. Poster guidelines for DH Faire | Digital Humanities (berkeley.edu)

- The University of North Carolina Grad School has general tips and resources for poster presentations. Poster and Presentation Resources - Academic Resources - The Graduate School at UNC-Chapel Hill

- The University of South Carolina has several resources, including “tips for presenting your poster or display,” a dos and don’ts list, “how to make a poster using PowerPoint,” and “how to print a full-sized draft of your poster through tiled printing.” Scroll to the bottom of the page to access the PDFs.
  https://sc.edu/about/signature_events/discover_uofsc/for_presenters/undergrads.php