

AGU25 Tips for Chairing a Successful Poster Session

Poster Session Set-up

- Make sure authors' poster boards are numbered properly.
- We ask that presenters set up their posters **between 7:45-8:30 AM** on the day of the session.
- Make sure authors are beginning to set up their posters before the start of the session and are not experiencing problems.
 - Help any authors who are having trouble with layout, set-up, or equipment.
- Posters may remain on their board for the entire day of the session.
- Remind authors to posters **must** be removed by 6:00 PM CT Monday – Thursday and 1:00 PM Friday; any posters remaining in the hall after 6:00 PM will be recycled. Posters left after closing will be recycled at the end of the day.
- Make sure authors have clearly posted the time when they will be at their boards.
 - Printed signs and push pins can be picked up at the Poster Assistance Booth
 - In-person and online presenters who have created digital posters can add available times to the online poster gallery.
- No papers may be added or moved to another session and poster presentations **CANNOT** be moved to different poster sessions due to the logistical layout of the poster hall.
- Should any problem develop with poster set-up, facilities, or equipment, contact an AGU staff person at the onsite Poster Assistance Desk.

Session Facilitation Tips

- Check the online program for any presentation changes or updates.
- Learn and use the correct pronunciation of each speaker's name.
- Encourage participation by introducing individuals in the area to specific authors and performing "crowd control" as necessary.
- You are encouraged to ask questions to stimulate discussion with presenters and attendees.
- Please be aware of signs of aggressive questioning which may border on bullying, especially if directed towards students or early career scientists. Please intervene in real time if you witness such behavior.
- Please refer to the Meetings Code of Conduct on the AGU25 website for more information.
 - Should any problem develop during your session, please contact an AGU staff member at the Poster Assistance Desk immediately for assistance.
 - Please report or advise attendees to report any violations of code of conduct or Safe AGU violations to Safe@agu.org.

After the Poster Session

- Please report any no-show authors in the session chair evaluation form provided to you in the "Know Before You Go" email.