



MINNESOTA ALLIANCE OF LOCAL HISTORY MUSEUMS 2025 Annual Meeting & Conference

White Bear Lake, MN | April 22-24, 2025

CALL FOR POSTER PROPOSALS

MALHM is excited to announce its first-ever Poster Session during Pre-Conference events (Tuesday, April 22) at the Maplewood Area Historical Society!

A shorter, more informal alternative to full conference presentations, the Poster Session is perfect for visually-focused or in-progress projects. Poster presenters can expect to share their work through one-on-one conversations with fellow attendees. This session format may also be useful for those seeking advice or feedback.



WHEN IS THE POSTER SESSION?

The Poster Session will be held during the Pre-Conference event on Tuesday, April 22, 2025 from approximately 11:45 AM-12:30 PM at the Maplewood Area Historical Society. Set-up will start roughly half an hour before the Poster Session formally begins.

SUBMISSION PROCESS

Please fill out this [Google form](#). In addition to contact information and a brief (~350 word) summary, you will also be asked to provide a rough visual mock-up of your poster.

PROPOSAL DEADLINE

Poster proposals are due by February 12, 2025. You'll receive notification about your proposal by the end of February.

EVALUATION

As this is the first year, poster proposals will be informally evaluated. If there is adequate space and the proposal is related to a relevant topic (museums, public history, etc.) with no major issues or errors, it will likely be accepted.

QUESTIONS?

Please email Alliance Coordinator Liz Koele at liz@mnhistoryalliance.org.

GUIDELINES FOR POSTERS

DIMENSIONS

To keep things fair (and ensure we have enough space), please keep posters at 36" x 48" or smaller.

MATERIALS

You can use materials like paper (laminated, poster paper, etc.) or cardboard. You're also welcome to use trifold boards, but please indicate you need table space in the "Equipment Needs" question on the Google form. MALHM will provide supportive cardboard and binder clips for those who request easels.

DESIGN TIPS

- Pick a title to catch attention
- Think like a mini-exhibit!
 - Keep text brief and make sure it's large enough to be easily read from a distance
 - Use images & design to illustrate your content and bring everything together
- Print out text—don't hand letter
- Caption/credit photos— especially those that don't belong to you

For more tips, check out [this article](#) from the Western Museum Association.

PRESENTING

- Limit yourself to one or two presenters when submitting your proposal
- Stand near/besides your poster and welcome those who come up to your work
- Ask if they'd like you to walk them through it and give an introduction or "elevator pitch" of your poster's contents— this shouldn't take more than a minute or two
- Practice your "pitch" if you're nervous!
- Be ready for questions and feedback—posters are usually meant to spark further conversations

HANDOUTS

Handouts can be a great addition to your poster & presentation, even if it's just a business card or contact info for those who want to keep in touch!

PRINTING

When printing your poster or materials for it, make sure your text and images are large enough that they don't turn out fuzzy. If you're looking to print the entire poster, local printing services can help you out— Office Max, Staples, local shops, etc.