

## Poster Presentation Guidelines

### Specifications for Traditional Poster Presentations

- Poster displays will be limited to one side of a 4 foot by 8 foot tack board. **The recommended poster size is 3 feet by 6.5 feet (36 inches by 78 inches).**
- The **poster board number** assigned to the poster must be placed in the upper left-hand corner of the display. A poster board number cut-out will be provided and must be visible at all times.
- Be sure to include the **abstract title, author and coauthor names, the institution(s)** where research is underway, and the grant/contract number.
- Place your **email address, phone, and fax numbers** in the upper right-hand corner of the poster board.
- It is suggested that you place multiple copies of a **reproduction of the abstract** in the upper left-hand side of the poster, written with the headings “Introduction/Background,” “Methods,” “Results,” and “Conclusions.” Include your contact information on these copies for attendees who desire further information.
- It is recommended that you **hand-carry your poster** to the meeting, using tubular packaging or a portfolio case. Costs associated with creating and shipping the poster display will be the responsibility of the authors. Velcro (easiest to use), pushpins, or thumbtacks will be provided to mount your poster.
- **Refer to your acceptance letter** and/or the final meeting program for the time and location of your poster session and set-up time.
- The **designated poster presenter** (author or coauthor) must be present at the assigned space during the designated time to discuss the work presented.
- Please ensure that you have any technical equipment necessary for your poster or demonstration project. The hotel venue will provide a power outlet as well as a “high cocktail table” for demonstration projects. All other equipment will be the responsibility of the presenter.
- The use of typewritten or handwritten materials, or a printed PowerPoint slide, as a poster is unacceptable. Presentations in these formats will be removed.

### Tips for Poster Preparation

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item included in your poster is necessary.
  - Use handouts to supplement your poster.
  - Aim for posters that are 20% text, 40% graphics, 40% space.
  - Ensure ideas flow logically from one section to the next.
  - Organize sections in a way that leads the viewer through the display.
  - Use charts and graphs to illustrate data (avoid large tables of raw data).
- Use high resolution photographs (web images often will not work).
  - Do not use all capital letters.
- Be consistent.
  - Keep consistent margins.
  - Keep line spacing consistent.
  - Keep the color, style, and thickness of borders the same.
  - Keep shading consistent.
- Pick no more than 2-3 fonts
- Pick no more than 2-3 colors
- Test readability
  - Title banner should be legible from 20 feet away.
  - Body text should legible from 6 feet away.