

## **Guidelines for Preparing & Displaying Physical Poster Presentations**

### **DISPLAY SPACE**

Each poster must be contained within the 46 x 46 inch (117 x 117 cm) space provided. Hard foam board on easels will be provided to mount posters on with push pins. Bring your own push pins to secure your display to the board; a limited amount will be provided by the conference. Velcro will not stick to the foam board.

### **HEADING**

A full title and name(s) of author(s) should be given at the top of your display. These should be the same as those given in the abstract, and the font size for these should be legible from 3-6 feet (1-2 meters).

### **LEGIBILITY AND VISUAL IMPACT**

Viewers will usually stand 3-6 feet (1-2 meters) from your display. Text, captions, and figure legends should be at least 18 point, but 24 point is better. Graphs and tabular data should be at least 24 point. Use a font that is easy to read, such as Arial or Times New Roman. Very selective highlighting of your major points in high contrasting colors or bold print can improve your presentation. Some viewers are “colorblind” and have difficulty distinguishing reds and greens. Avoid color palettes and text that only vary in these hues, such as light or dark green, brown, and red.

### **SIMPLICITY**

To encourage viewers to read your display, make your poster easy for the viewer to understand. Avoid excessive detail in the text or complex graphs and tables with excessive numbers. An effective display is a series of brief statements and supporting illustrations that tell a story. The flow of your story should be clearly indicated with distinct columns, letters, numbers, or arrows.

Remember, **posters are not manuscripts**. Limit text to the essentials. If detailed explanation is required, prepare a handout of this information and have copies available in an envelope attached to the bottom of the poster board. The poster should be self-explanatory. Viewers must be able to follow and understand your display when you are not present.

### **AT THE MEETING**

#### **Setup**

- Posters will be divided up into two different sessions, 2:50-3:40pm & 3:50-4:45pm. Each poster will be displayed only at one of the sessions. Set-up for the first session will take place over the lunch break. Set-up for the second session will take place from 3:40-3:50pm. You will be assigned to a poster session.

#### **Be at your poster**

- Please be at your poster for the allotted time period, to answer questions, etc.

#### **Removal of your poster**

- Posters must be removed during the Sunday morning break at 10:30-10:45am at the latest.
- The organizers are not be responsible for posters.