



## **GUIDELINES FOR POSTER SESSIONS (2010)**

### **Prepare your Poster**

Each poster is provided with one side of a board with useable work area dimensions of 4-foot-high by 7-foot-wide.

- The presentation must cover the same material as the abstract.
- All posters must contain a header with the following information prominently displayed.
  - The poster title in capital letters with no abbreviations
  - Full names and titles of all authors including designations
  - Institutional/Organizational affiliation
  - E-mail and address information for primary author in case the viewer is interested in contacting them for more information.
- Prepare all diagrams or charts neatly and legibly in a size sufficient to be read at a distance of two to three feet. Paragraph and figure caption text should be at least 24-point font and headers at least 36-point font.
- Use different colors AND textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g. Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.
- Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- Use squares, rectangles, circles, etc. to group like ideas. Don't clutter your poster with too much text. Label different elements as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily follow your display.
- Include an introduction, materials/methodology, background of your research, results and discussion/conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- For traveling purposes, be sure that your display breaks down into elements that can be carried easily.

## **Set Up Your Poster/Give Your Presentation**

All posters will be on display in meeting room 1-2 at the Tampa Convention Center in Tampa, FL. In the meeting room, each board will be marked with an individual paper number. To locate your board, look for the poster number that you were assigned.

- Please bring your own supplies to assemble your poster session. Presenters are responsible for all supplies, including thumbtacks, tape, scissors and Velcro required to install their poster display.

- Posters should be set up during the following hours:

For presentations to be held on Sunday, April 25:

April 24 before 5:00 pm

April 25 between 7:30 – 8:30 am

For presentations to be held on Monday, April 26:

April 25 between 4:30 – 5:45 pm

April 26 between 7:30 – 8:30 am

- All posters are given 15 minutes to make a presentation. Please prepare a fifteen minute PowerPoint presentation to accompany your poster.
- Posters must remain up for display until all presentations are complete and must come down at the end of your presentation day.

- The schedules are as follows:

- Sunday, 4/25

Poster Session 1 (P001): 8:00 – 9:00

Poster Session 2 (P002): 10:00 – 11:00

Poster Session 3 (P003): 2:00 – 3:00

Poster Session 4 (P004): 3:15 – 4:15

- Monday, 4/26

Poster Session 5 (P005): 8:00 – 9:00

Poster Session 6 (P006): 10:00 – 11:00

Poster Session 7 (P007): 2:00 – 3:00

Poster Session 8 (P008): 4:00 – 5:00

- Please make sure that your poster number remains clearly visible on your board.

## **Removal of Your Poster**

Posters may be removed after 5:00 pm on the day of your presentation. Posters remaining after 5:30 pm on the day you present, will be removed and discarded. However, please remember not to dismantle your poster during a presentation time. ACRP will not be responsible for posters and materials left on poster boards after Monday, April 26.