

## Poster Presenter Guidelines

A poster presentation consists of a visual display of research highlights on a fiberboard background combined with an interpersonal question and answer period. The content of an effective poster presentation should be direct, focused, and concise.

**All authors' disclosure information MUST be included in your poster. Please ensure that it is visible to attendees viewing the poster.**

### I. Poster Presenter Guidelines

#### Poster Hall Hours:

- 8:00 a.m. – 5:00 p.m. Wednesday
- 8:00 a.m. – 5:00 p.m. Thursday
- 8:00 a.m. – 5:00 p.m. Friday

#### Poster Set-up:

- Posters must be set up in the morning by **8:00 a.m.** and will remain on display until 5:00 p.m.
- The poster board number will correspond with the pre-assigned number printed in the Final Program.
- **All poster presentations should be dismantled at 6 p.m. daily. If a poster is not removed by the end of the poster period, Staff will discard all poster materials. Posters mounted during tear down hours for a presentation the following day may be discarded. We will not ship your poster following your abstract poster session.**

#### Presentation Period

- The Final Program will include the dates for all poster sessions, **an individual poster assignment number for each poster** that corresponds with a poster board.
- Your presentation time will be during the breaks; **some of the poster presentations will be moderated.**
- **Your poster should be displayed from 8:00 a.m. – 5:00 p.m. on the day of your presentation**
- Failure to present deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, any unexplained absence impacts one of your colleagues who could have presented his/her poster instead.

## Publication

- Your abstract will be published in pdf-format on the Conference Website at [www.TorontoACHDConference.ca](http://www.TorontoACHDConference.ca)

## II. Poster Preparation Guidelines

Your presentation should contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally just as if it were an oral presentation using slides. A short and legible “Introduction” and a “Summary of Conclusions” are essential.

The poster display should focus on:

- Hypothesis or Objective
- Methods
- Results or Outcomes
- Conclusions

Poster boards are **4 ft. (1.2m) high x 6 ft. (1.8m) wide**.

All illustrations (figures, tables, diagrams, equations, etc.) should be final before arriving at the Poster Hall. Keep text and figure legends explicit and brief. Illustrations must be read from distances of approximately 4 ft. (1.2 m) to 6 ft. (1.8 m). Charts, drawings and illustrations should be similar to those you would use in making slides.

Pushpins will be provided to mount your poster materials. Do not mount your materials on thick poster board as it may be too heavy for pushpins. Scissors, tape, Velcro and felt-tip pens will be available in the poster area for your use. Do not write or draw on the fiberboard or use adhesive putty.

**DESIGN, MATERIALS AND PRODUCTION:** A poster is basically an artistic expression of scientific data. **Posters usually have eye-catching- yet simple-drawings, diagrams, graphs and/or photographs with clean and attractive layouts.**

### Readability of Posters

Poster sessions are viewed by a large audience. To accommodate a group at a single poster presentation, the size of the lettering (type) must be large enough to be legible at a distance of approximately 6 feet (1.8m). The 6 best color combinations to use are listed below.

Remember the key is choosing contrasting colors and shades. Simple use of color can add emphasis effectively.

- Black on white
- Red on white
- Green on white
- Blue on white

- White on blue (no diazo)
- White on black

Choose a typeface that is simple and clear. The weight of the type chosen (the thickness of each letter) should be medium or bold. The actual size of the type is measured in “points.”

Below are examples of type size for viewing at various distances.

<b>To be legible at:</b>	<b>Use:</b>
6 feet (183 cm)	30 pt
10 feet (305 cm)	48 pt
12 feet (366 cm)	60 pt
14 feet (427 cm)	72 pt