

Instructions for Poster Presentation

Abstracts scheduled for presentation in poster sessions will be grouped by topic, numbered and listed in the final program, and published in the joint meeting abstract book.

Posters should be readable by reviewers five feet away. The message should be clear and understandable without oral explanation. Illustrations, labels, etc. must be attached to the poster board with thumbtacks, which will be available in the poster area. Do not write or paint on the poster boards.

A copy of your abstract should be posted in the upper left corner of the poster board. A label indicating the abstract number, the abstract title, author and the affiliation should be placed at the top of the poster board, to the right of the abstract. A label listing the funding source(s) must be displayed in the lower right corner of the poster board.

Guidelines

The poster board surface area is 3'8" high and 7'6" wide (approximately 110cm x 230cm). The following guidelines have been prepared to help improve the effectiveness of poster communication.

1. **Initial Sketch** Plan your poster early. Focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does the use of color help? What needs to be expressed in words? Suggest headlines and text topics.
2. **Rough Layout** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster (see diagram). Ideally, the rough layout should be full size. A

blackboard is a convenient place to work. Print the title and headlines. Indicate text by horizontal lines. Draw rough graphs and tables. This will give you a good idea of proportions and balance. If you are working with an artist, show him or her the Poster layout. Ask associates for comments. This is still an experimental stage.

3. **Final Layout** The artwork is complete. The text and tables are types but not necessarily enlarged to full size. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the pathway through the poster clear?
4. **Balance** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. Be sure every illustration has a brief caption. The poster should be understandable without oral explanation.
5. **Typography** Avoid abbreviations, acronyms and jargon. Use a consistent type style throughout. Use large type, for example, ORATOR. An 8½ x 11: sheet of paper photostatically enlarged 50% makes the text readable from five feet.
6. **Eye Movement** The movement (pathway) of the eye over the poster should be natural - down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers and letters can help clarify the sequence.
7. **Simplicity** The temptation to overload the poster should be resisted. More material may mean less communication.

