

# Poster Session Guidelines

A Poster Session is a graphic presentation of an author's research. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards.

**The Poster Session will take place during the networking lunch from 12:00 pm – 1:30 pm on Wednesday, September 26<sup>th</sup>.** Authors will hold discussions with registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions.

## **NPHA Presenter Policy:**

- Presenters must be individual members of NPHA to present
- Poster presenters must register for the meeting (full or one-day). Please visit the [conference website](#) for information regarding registration.
- **All presenters must be registered by the Early Registration Deadline (August 1, 2018).**
- Presenters who fail to show up for their scheduled presentations without previously notifying the program planner of cancellation will not be permitted to present papers or posters at any NPHA-sponsored meeting for two years following the "no-show."

## **General Information**

- The poster should be printed no larger than 30 inches by 40 inches.
- The poster should be un-mounted.
- Adhesive and all necessary supplies will be available onsite for the display of the poster.
- No audiovisual equipment is permitted for poster presentations.
- There will be approximately 25 posters displayed during the session.
- A copy of the poster abstract will be available in the conference handouts.
- **Poster set-up will take place from 8:00 am – 9:00 am on Wednesday, September 26<sup>th</sup>.**
- The author must remain by his/her poster board for the duration of the 90-minute session.
- Posters may remain displayed until 1:00 pm on Thursday, September 27<sup>th</sup>. Posters not removed by this time will be discarded.
- If you plan to distribute handouts plan to bring approximately 50 copies.
- Bring business cards with you in case the viewer is interested in more information.
- A copy of the abstract that you submitted will be included in the conference program. You will have the opportunity to make edits to your abstract. You will receive a link notifying you that the system is open for edits. Edits must be made prior to August 29, 2018.

## **Poster Development Tips**

- Materials should include the title of the presentation and list of authors. Bring all illustrations needed -- figures, tables, color photographs, charts.
- Lettering should be bold. If you will be posting typed material, use a large font size on white, non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Sans serif fonts such as Veranda are much easier than Serif fonts.