

# INSTRUCTIONS FOR POSTER PRESENTATIONS

International Society of Psychiatric-Mental Health Nurses

## 8th Annual Conference

April 5-8, 2006

Denver Marriott City Center Hotel, Denver, Colorado

1. Poster sessions will be held in the Denver Ballroom at the Marriott City Center Hotel.
2. Each presenter will be assigned a 4'x8' (horizontal) poster board space. The poster boards are push pin compatible only.
3. Each author is responsible for assembly and removal of his/her own presentation.
4. Presenters are required to be at their poster during the times outlined below.
5. Please remove your poster promptly during the times indicated below. Materials left on the poster boards after the removal deadlines will be taken down and stored as carefully as possible. However, ISPN accepts no responsibility for materials that may be lost or damaged.
6. Presenters should bring their own materials for attaching illustrations to the poster boards. Please be sure to bring at least one box of push pins with you. You may not write or mark on the poster boards.

## Poster Presenter Schedule

### Setup -- Denver Ballroom

Wednesday, April 5, 2006

4:00 p.m.-6:00 p.m.

Presenters set up posters

### Display of Posters – Denver Ballroom

Wednesday, April 5, 2006

6:30 p.m.-8:00 p.m.

Presenters available at their poster for presentation and discussion with attendees.

Thursday, April 6, 2006

7:00 a.m. – 5:00 p.m.

Posters available for viewing

Friday, April 7, 2006

7:00 a.m. – 9:30 a.m.

Posters available for viewing.

Teardown – Denver Ballroom

9:30 a.m.-11:30 a.m.

Presenters remove their poster.

## **Poster Preparation**

The poster boards will be located in the Denver Ballroom at the Marriott City Center Hotel. Your assigned poster number will be in the upper left hand corner of the poster board. The boards will be arranged in numerical order in the exhibit hall.

**The poster board surface is approximately 4 feet high and 8 feet wide.**

- Prepare a label indicating the title of your presentation and authors. The lettering should not be less than 1" high.
- A copy of your abstract, typed in large type, should be posted in the upper left-hand corner of the posterboard.
- All illustrations should be made in advance. Bear in mind that your illustrations will be read from a distance of about 3 feet or more.
- Charts, drawings and illustrations might be similar to those you would use in making slides -- simple and bold. Readability is the key.
- Do not mount your illustrations on heavy board because they will be difficult to keep in position on the poster boards.
- Information should be typed in a large typeface.
- Keep illustrative material simple.