

INSTRUCTIONS FOR POSTER PRESENTATIONS

International Society of Psychiatric-Mental Health Nurses

9th Annual Conference

April 25-28, 2007

Hyatt Regency Hotel, Montreal, Quebec

1. The poster session will be held in the Alfred Rouleau Room at the Hyatt Regency Hotel.
2. Each presenter will be assigned a 4' (high) x8' (wide) poster board space. The poster boards are push pin compatible.
3. Each author is responsible for assembly and removal of his/her own presentation.
4. Presenters are asked to be at their poster during the opening reception on Wednesday evening and during the refreshment breaks on Thursday, April 26 and the morning of Friday, April 27 for discussion with attendees.
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

Poster Session

Setup – Alfred Rouleau Room

Wednesday, April 25, 2007

5:30 p.m.-6:30 p.m.

Display of Posters – Alfred Rouleau Room

Wednesday, April 25, 2007

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

Thursday, April 26, 2007

7:00 a.m.-5:00 p.m.

Friday, April 27, 2007

7:00 a.m.-10:00 a.m.

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

Teardown of Posters

Friday, April 27, 2007

10:00 a.m.-11:00 a.m.

Poster Preparation

The poster boards will be located in the Alfred Rouleau Room at the Hyatt Regency Hotel. Your assigned poster number will be in the upper right 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.

The most important principle is simplicity. At first glance from 10-15 feet away the viewer should see an easy-to-read title and an uncluttered, neat arrangement of graphic illustrations and text. It should be obvious where to start inspecting the poster and where to go from there (generally left to right, top to bottom).

- Prepare a label indicating the title of your presentation and authors. The lettering should not be less than 1" high. Information should be presented in a large typeface.
- A copy of your abstract, typed in large type, should be posted in the upper left-hand corner of the poster board. You may also want to provide a copy of your abstract as a handout.
- All illustrations should be made in advance. Make all illustrations simple and bold. Leave out any unnecessary detail in the story being presented.
- 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.
- *Use elements of different sizes and proportions. Same-size and same-proportioned components result in a boring design. For areas of particular emphasis try different shapes.
- *Enlarge all photos enough for pertinent details to be clearly evident.
- *Make a scale drawing of your layout. Have a few colleagues comment on the overall design before final drafting. If you have access to professional drafting personnel, ask their suggestions.

Displaying

You may have only a short time to set up your display, so prepare in advance. Have these items in a poster emergency kit: tape measure, 9' length of string, box of clear push-pins (get longer than standard ones if mounted illustrations are thicker than 1/8"), ordinary thumb tacks, roll of double-stick tape, and scissors. Have a sketch/photograph

of the poster layout, with positions of a few key components measured off so you know where to place them. Set up a level line, if needed, by tying the string between two push-pins set a measured distance above the bottom of the display board.

If you have any questions about your poster presentation, please contact Jane Shepard at the ISPN Office at conferences@ispn-psych.org or 1-866-330-7227, ext. 137 (+1-608-443-2463, ext. 137).