

# INSTRUCTIONS FOR POSTER PRESENTATIONS

International Society of Psychiatric-Mental Health Nurses

## Third Annual Psychopharmacology Institute and 12th Annual Conference

April 13-17, 2010

Hyatt Regency Hotel at the Arch, St. Louis, Missouri

1. The poster session will be held in the Grand Ballroom D 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 her/his own presentation.
4. Presenters are asked to be at their poster during the Opening Reception on Wednesday evening and during the morning refreshment breaks on Thursday, April 15 and Friday, April 16 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 – Grand Ballroom D

Wednesday, April 14, 2010

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

#### Display of Posters – Grand Ballroom D

Wednesday, April 14, 2010

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

(Opening Reception)

Thursday, April 15, 2010

7:00 a.m.-4:00 p.m.

Friday, April 16, 2010

9:30 a.m.-3:30 p.m.

#### Teardown of Posters

Friday, April 16, 2010

3:30 p.m.-4:30 p.m.

## Poster Preparation

The poster boards will be located in Grand Ballroom D 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 should be posted or provided 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 or colors.
- \*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.
- \*If you have the resources, print your poster as one sheet with all components combined. That way you can affix it to the posterboard in one piece rather than having separate sheets of information tacked to the poster board. Adding color is always attractive to the eyes of people viewing your research.

**•No audio/visual support is allowed for poster presentations.**

**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](mailto:conferences@ispn-psych.org) or 1-866-330-7227, ext. 137 (+1-608-443-2463, ext. 137).