



## INSTRUCTIONS FOR POSTER PRESENTATIONS

The poster session will be held in the Seascapes Ballroom.

- Each presenter will be assigned a 4' (high) x 8' (wide) (includes a 1" border) poster board space. The poster boards are push pin compatible.
- Authors are responsible for assembly and removal of their own presentation. (No audio/visual support is available for poster presentations.)

Presenters are asked to be present at their poster during the following times:

**Poster Set Up Time:**

Wednesday, March 16, from 5:30 p.m. – 6:30 p.m.

**Presentation Time:**

**Wednesday, March 16, from 6:30 p.m. – 8:00 p.m.**

**Poster Tear Down Time:**

Friday, March 18, from 6:00 p.m.-7:00 p.m.

If you are not present at your poster during the presentation time, please leave a handout containing the abstract and pertinent references for people to take with them.

Please remove your poster promptly during the times indicated above. Materials left on the poster boards after the removal deadlines will be taken down and stored as carefully as possible. ISPN accepts no responsibility for materials that may be lost or damaged and will not ship posters back to presenters.

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 Preparation

The poster boards will be located in the Seascapes Ballroom at the Sonesta Resort Beach & Marina. Your assigned poster number will be in the upper righthand corner of the poster board. The boards will be arranged in numerical order.

The poster board surface is approximately 4 feet high and 8 feet wide (includes a 1" border). Your poster presentation should not exceed the measurement of the poster board.

A poster is a visual presentation of your research or clinical project. Use schematic diagrams, graphs, tables and other strategies to direct the visual attention of the viewer, rather than explaining it using text as you would in an article.

In planning a poster presentation, it is useful to keep in mind the advantages of a poster over oral presentation. Posters are available for viewing and discussion for a long duration of time during the conference. Authors and interested viewers have more time for discussion. There is no first or last presentation on the program. Planning and experience will make your poster presentation clear, effective, and rewarding.

The most important principle is simplicity. At first glance from 4-6 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).

In your poster, include the following information:

- Title and authors
- Introduction
- Methods
- Results
- Conclusions
- Any literature cited
- Acknowledgements (people and funding)

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## Page 2

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Know your audience and shape your poster to address it. If you can say the same things in words or with a diagram, use a diagram. Do not use abbreviations, acronyms, or jargon.

A copy of your abstract should be posted or provided as a handout. Include any useful information with your handout in case you are not present when attendees come by.

All illustrations should be made in advance. Make all illustrations simple and bold. Leave out any unnecessary detail in the story being presented.

When in doubt, edit out - crowded, cluttered posters are difficult to read. Charts, drawings, and illustrations might be similar to those you would use in making slides – simple and bold. Readability is the key.

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. Leave open space in the design.

Proofread your poster content very carefully.

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.

Questions to consider when viewing the final draft:

- 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?
- Is the poster understandable without oral explanation?

If you have the resources, print your poster as one sheet with all components combined. That way you can affix it to the poster board 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.

Be sure your material is sufficiently lightweight and thin to be easily affixed to the poster board. Prepare a brief (5 minute) presentation and practice giving it to a friend.

Place business cards or contact information in an envelope near the poster or attached to the board.

No audio/visual support is allowed for poster presentations.

Use a mailing tube for transporting your poster to the meeting. Make your poster sturdy enough to withstand your trip to the meeting.

Arrive early to assemble your poster. Stand off to the side of your poster so that you don't block it. Expect viewers to stay 5-10 minutes at your poster.

If you need assistance with printing your poster please visit the following websites:

<https://www.makesigns.com/>

<https://www.spoonflower.com/presentation-posters>

Excellent advice on preparing posters can be found at:

<http://colinpurrington.com/tips/academic/posterdesign>

If you have any questions about your poster presentation, please contact the ISPN Office at [conferences@ispn-psych.org](mailto:conferences@ispn-psych.org).

