



Guidelines for Poster Presentations

The poster session will be held in the Galerie 1 at the New Orleans Marriott Hotel.

Each presenter will be assigned a 4' (high) x 8' (wide) (includes a 1" border) poster board space. The poster boards are pushpin compatible.

Each author is responsible for assembly and removal of her/his own presentation. (No audio/visual support is available for poster presentations.)

Presenters are asked to have their poster available during the following times:

Poster Set Up Time:

- Wednesday, March 19 from 5:30 p.m. - 6:30 p.m.

Presentation Date and Time:

- Wednesday, March 19 from 6:30 p.m. - 8:00 p.m. (authors present)
- Thursday, March 20 from 9:30 a.m. - 4:30 p.m.
- Friday, March 21 from 9:30 a.m. - 3:30 p.m.

Poster Tear Down Time:

- Friday, March 21 from 3:30 p.m. - 4:00 p.m.

As an author, plan to be present at your poster during the Opening Reception on Wednesday evening from 6:30 p.m.-8:00 p.m. After that, please be present during the refreshment breaks (if possible) for further discussion with attendees.

When you are not present at your poster during the day, please post 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.*

The ISPN Awards Committee will be reviewing accepted posters in advance of the Annual Conference. Please submit a PDF file of your poster via the [Poster Presentation Submission Form](#) no later than **February 18, 2025**, to be considered for one of the poster awards.

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

- Your assigned poster number will be in the upper righthand corner of the poster board. The boards will be arranged in numerical order in Galerie 1.
- 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. You can fit your poster anywhere within these dimensions.
- 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. Adding color is always attractive to the eyes of people viewing your research.
- 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
- Know your audience and shape your poster to address it.
- 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.
- If you can say the same things in words or with a diagram, use a diagram.
- Do not use abbreviations, acronyms or jargon.
- Goal: 20% text, 40% graphics, 40% space.
- 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.
- 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.
- 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.
- Charts, drawings and illustrations might be similar to those you would use in making slides -- simple and bold. Readability is the key.
- 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?
- 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.
- 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.
- No audio/visual support is allowed for poster presentations.

Poster Resources

Use a [mailing tube](#) for transporting your poster to the meeting. Make your poster sturdy enough to withstand your trip to the meeting.

If you need assistance with printing your poster, visit the following sites:

- [PosterNerd](#)
- [FedEx Office](#)
- [Spoonflower](#)

Advice on preparing posters can be found at:

- colinpurrington.com

If you have any questions about your poster presentation, please contact the ISPN Office at conferences@ispn-psych.org.

