

Guidelines for Poster Presentations

A poster presentation is a graphics-based approach to telling a story – more visuals and less text.

Posters will be displayed throughout the conference at Palmer Events Center in the Poster Display area, outside Exhibit Hall 2.

Guidelines for Poster Presentations

Applicants may present a poster in one of the following categories:

1. Lived experience - Should provide information including Background, Experiences, Journey, Treatments and Recovery/Wellness Strategies.
2. Professional - Should be structured as: Background, Methods, Results, and Discussion.

The poster should be a visual representation of your submitted abstract and should meet the following criteria:

- **TITLE**

The title should be the same as submitted in the abstract. Include the title of your presentation at the top of the poster. Your name, School or Organization should also be displayed on the poster. We recommend 48 to 60-point font size for headings.

- **SIZE**

The poster must be in **Landscape** orientation. The poster must be 40" wide x 30" high on foam core. The poster must be able to rest on an easel. CTAAFSC will provide the posters.*

- **LETTERING**

The poster should be readable at a distance of 6 to 8 feet. Use UPPER and lower case for general content because an all-capital text is difficult to read. The font must be uniform.

- **CONTENT**

We recommended 24 to 32 font-size and single-spaced. The text should be concise and easy to read. Your poster should be clear and understandable. Remember, you will not always be next to your poster.

After the title, the two most important panels are the **Introduction and the Conclusion**.

Panels should be simple, concise and visually attractive.

Results should be in line with those originally submitted in your abstract.

Use pictures, symbols and color. Figure legends are essential and should be short but informative. If using graphs, they should have a brief heading. Avoid large tables of data.

We recommend that graphs and photographs are 4 inches x 6 inches or larger.

Poster Meet and Greet, Tuesday February 11, 2020

- Attendees will be able to view posters throughout the conference.
- Poster presenters will need to be available for discussion and questions during all workshop breaks.
- Plan to be next to your poster for at least 30 minutes during the assigned meet and greet.
- No formal presentation is required for meet and greet.
- Be prepared to answer questions and discuss your material with interested participants.
- The poster must be self-explanatory and effectively communicate its information because the author may not be necessarily available to explain.

Poster Presentation, Wednesday February 12, 2020 in Exhibit Hall 2 (on stage)

- Wednesday morning: Posters will be moved to stage area. Presenters will be seated near their poster.
- Each presenter will talk about their poster to an audience of 200 + conference attendees.
- A microphone and easel will be provided on the stage.
- Each presentation will be limited to 5 minutes.

Important Information

*The conference will have the foam core poster available for all poster presenters. We recognize the poster size is large and you may not be able to fit it in your car. Options:

1. Bring all your materials to the Palmers Events Center to paste on the 40" wide x 30" high foam core on Monday, February 10, 2020, between 1:00 and 5:30 PM.
- OR
2. Pick up the foam core poster at Integral Care (1700 Collier St, Suite 230) between January 21 and 28, 2020. More details to be provided.

Poster selections will be announced on January 6, 2020, by email.

Meet and Greet and Presentation times will be included in the acceptance email.

Any posters left at the conference will be discarded.

Disclosure Statement

Disclosure statements give credit to the owners of the information you may be presenting on your poster. For example, you may display a graph or data you found on a website that speaks to your topic. You should document the website and date on your materials. Restate your disclosure information at the bottom of your poster. This may be printed on your poster or attached separately.

Handouts

You may bring additional handouts, but there are no tables for you to place your handouts.