

Poster Presenter Handbook



Educational Services Division
American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, Maryland 20814
Telephone: 301-664-8682
educserv@ashp.org



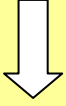
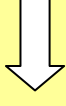
©2009 American Society of Health-System Pharmacists, Inc.
ASHP® is a service mark of the American Society of Health-System Pharmacists, Inc.; registered in the U.S. Patent and Trademark Office.

Congratulations!

Your poster abstract submission has been accepted for presentation! Presenting a poster at an ASHP meeting is a noteworthy way to share your expertise in a specific area while contributing to the profession. Included in this booklet are essential instructions to help you prepare for your presentation. Following these guidelines will make this experience more rewarding and enjoyable for you, as well as for attendees. Even if you have presented a poster at an ASHP meeting in the past, please read this handbook carefully as we are constantly updating our requirements. Please contact us if you have any questions.

MONDAY, TUESDAY or WEDNESDAY?

Verify if you are scheduled for **MONDAY, TUESDAY or WEDNESDAY** by referring to your assigned number:

Session Day/Time #	Board#	Session Day/Time Key
 3	-	
	 001	
		1 = Student Posters: Monday, 10:30 a.m. – 12 p.m. 2 = Student Posters: Monday, 12:30 p.m. – 2p.m. 3 = Professional/Fellow Posters: Monday, 2:30 p.m. – 5p.m. 4 = Professional/Fellow Posters: Tuesday, 8 a.m. – 10:30 a.m. 5 = Student Posters: Tuesday, 11:30 a.m. – 1p.m. 6 = Professional/Fellow Posters: Tuesday, 2 p.m. – 4:30 p.m. 7 = Resident Posters: Wednesday, 8 a.m. – 9:30 a.m. 8 = Resident Posters: Wednesday, 10:30 a.m. – 12p.m. 9 = Resident Posters: Wednesday, 1:00 p.m. – 2:30 p.m. 10 = Resident Posters: Wednesday, 3:30 p.m. – 5p.m.

You can also check http://www.ashp.org/Get_Involved for this information.

GET YOUR BADGE

Visit **Registration** and pick up your meeting badge *prior* to setting up your poster.

PRESENTER RIBBON

Pick up your poster presenter ribbon in the front of the Poster Hall.

SET UP

You may set-up your poster 30 min. prior to the start of the session.

ATTEND YOUR POSTER

Meeting participants want to talk with *you* about your work. Please be available to answer questions and discuss your hard work.

TAKE DOWN

Posters and all other materials must be removed from the poster boards immediately at the conclusion of the session the day you present. **Any posters or materials left will be discarded.**

Table Of Contents

Board Specifications 1

How to Prepare a Poster for Presentation 1

Author Disclosure 2

Rules 3

Pet Peeves about Posters 4

Poster Presentation Checklist 5

Schedule and Format of Poster Presentations 5

Guidelines for Poster Presentations

BOARD SPECIFICATIONS

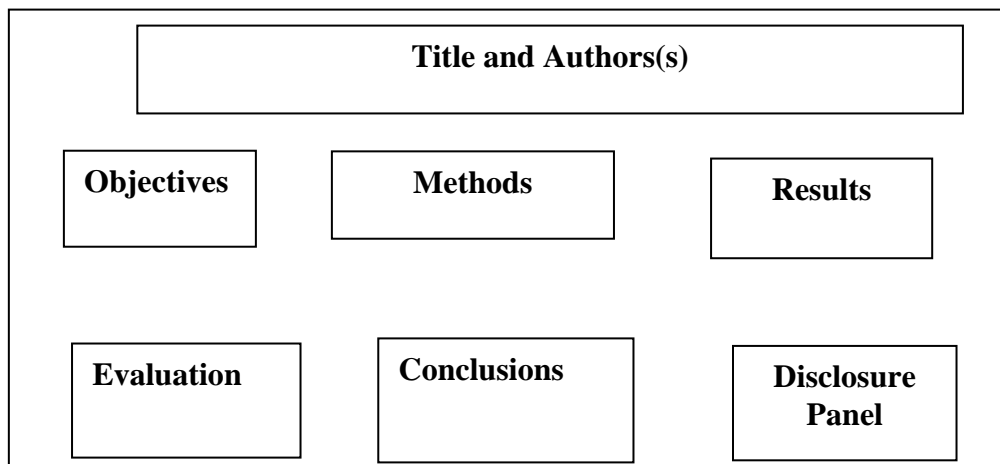
ASHP will provide the following for poster presentations:

- ❖ A poster board approximately **7 ½ feet wide (2.3 meters) by 3 ½ feet high (1.1 meters)**.
- ❖ A 6-foot long, 12-inch wide table in front of the board.
- ❖ A number on each table indicating the location of your assigned display station. Please do not remove or move numbers.

HOW TO PREPARE A POSTER FOR PRESENTATION

1. Create a banner at the top of the poster with the poster title and author(s) and the health system name. Lettering for this sign should not be less than one inch (1") high (30-36 points).
2. Prepare a written summary of your project. Organize the poster sections as follows:
 - (1) **objective(s)/purpose** of the study or project
 - (2) **methods** used in the study or project
 - (3) **results** of the study or project
 - (4) **conclusions/evaluation** of the study or project.
 - (5) **author disclosure panel**

Suggested Arrangement for a Poster Presentation



3. Viewers should be able to understand your poster without listening to an explanation or reading a report. To improve the readability of your poster, consider the following:

- ❖ **Text.** Use a minimal amount of text material. Focus on two or three points maximum. Use one-line statements or bullet phrases to highlight key points rather than full sentences. Break up large amounts of blocked text by using indented paragraphs and subheadings.
- ❖ **Graphics.** Use simple charts, graphs, tables, clip art, drawings, symbols, and photos to illustrate key points.
- ❖ **Type.** Use appropriately large lettering, at least 3/8" high (24-30 points), but do not use all upper case letters. The font should be simple and easy to read such as Times New Roman. The text should be readable from approximately three to five feet away or it is too small.
- ❖ **Mounting.** Materials posted on heavy board or laminated are difficult to keep in position on the poster board. Laminating your poster material also may make it difficult to read because of the reflected light in convention centers.

AUTHOR DISCLOSURE

When you submitted your abstract online you were asked to give full disclosure information for all authors. A summary of this information (including "Nothing to Disclose") should be displayed on your poster.

Display a Disclosure Panel on the lower right corner of your poster. Please use the following verbiage and format:

Disclosure
Authors of this presentation have the following to disclose concerning possible financial or personal relationships with commercial entities that may have a direct or indirect interest in the subject matter of this presentation:
John Doe: Nothing to disclose
Jane Brown: Consultant - Apex Pharmaceuticals
Carol Jones: Nothing to disclose
Michael Smith: Member - ABC Speaker's Bureau

RULES

- ❖ **No one is permitted in the Poster Hall without a badge.**
- ❖ The use of projection or demonstration equipment of any kind is not allowed.
- ❖ No additional furniture or special equipment will be permitted. We do not provide chairs. *If you have a medical condition that requires you to sit down during your presentation please notify ASHP in advance by sending an email to educserv@ashp.org.*
- ❖ No Velcro, tape, or staples are allowed on the poster boards.
- ❖ Bring your own push pins.
- ❖ No Food or drink is allowed in the poster area. (**Bottled water is permitted.**)
- ❖ Posters made of heavy laminated materials usually take more than one person and require many push pins to hang. Please consider lighter weight materials.
- ❖ Solicitation in the poster area is not allowed.

Safeguard your belongings! Do not leave your poster unattended with your valuables still there – even if your belongings are under the table. If you have a bag, briefcase or purse, consider placing a leg of the table through the strap/handle to prevent anyone from reaching under and grabbing it. Make sure you check under the table after your presentation for anything you may have left behind. **Report any suspicious activity to Sands Expo Center Security at 702-733-5195 or dial 5195 from a house phone.**

In the event of a medical emergency, do not call 911 if you see that someone else is already in the process of doing so. Remember your CPR training – one specific person should be designated to make the call. A second person should call Sands Expo Center Security and notify an ASHP staff member.

PET PEEVES ABOUT POSTERS

Lack of Originality

Make your presentation noteworthy. Review what's already been presented on the same topic and talk to your colleagues; look for a unique presentation angle.

Use 36 point bold for headings and 24 to 30 points for the text. Use a simple font; do not use all upper case or bold in your text. You should be able to read the text standing 3 to 5 feet away.

Type too small or hard to read

Unnecessary information

Use a minimal amount of text; focus on two or three points. Use one-line statements or bullet phrases to highlight key points. Use simple graphs, tables, clip art, drawings, and photos with color to illustrate complex points.

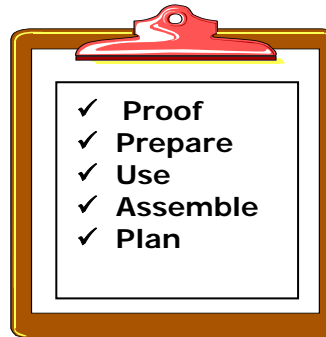
Follow the "tried and true" arrangement of objectives, methods, results, and conclusions. Arrange these materials like newspaper columns on the poster board.

Confusing organization

Lack of headings

Break up large amounts of blocked text with easy-to-read headings and indented paragraphs. Clearly label each graph, table, and photo.

POSTER PRESENTATION CHECKLIST



- ✓ **Proofread your final copy.** Ask someone who is not familiar with the project to review the text to ensure it is clear, concise, and logically organized.
- ✓ **Prepare one or two copies of your poster on paper** to display at your poster booth. These should be in a presentation folder and clearly labeled "Display Copy - Not for Distribution." Remember that your poster is intended to be a *summary*--your complete paper should not be posted on the poster board.
- ✓ Don't forget your **business cards!**
- ✓ **Assemble a functional tool kit** to bring with you including: push-pins to mount your poster, cloth or paper for the background, scissors, white correction tape or fluid, black felt tip pen (to correct errors or scratches), and any other supplies you might need. *Tape, Velcro, adhesive, or staples cannot be used on poster boards.*
- ✓ **Plan to carry your poster in a shipping tube or case** to the meeting. If you must ship materials send them to your hotel and clearly mark the package with your name and arrival date. ASHP cannot store posters for you and do not leave your poster in the poster area before your scheduled time to set-up.
- ✓ **DO NOT SHIP YOUR POSTER TO THE CONVENTION CENTER; it will be lost!**

WHAT TO EXPECT ONSITE

Presenters

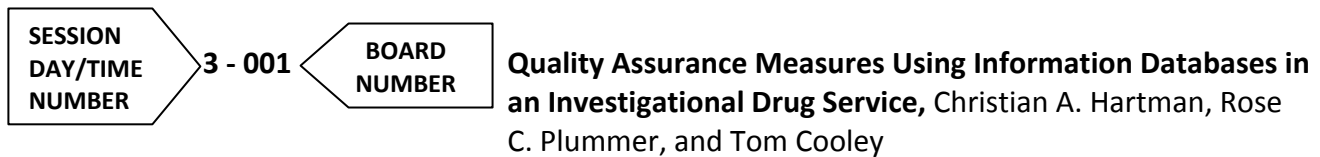
Only authors, preferably the primary author, may present posters at ASHP meetings; substitute presenters who have not participated in the project will not be permitted to present. If *none* of the authors are able to attend the meeting, the poster must be withdrawn from presentation. If you have multiple posters accepted we cannot ensure that they will adjacent to each other or in the same poster session. Please be prepared to have all your posters attended by an author during the time specified.

Poster Set-Up

Go to the Poster Hall and set up your poster on the board with your number 30 min. prior to the start of the session.

Poster Board Numbers

Each presenter will be assigned a **POSTER BOARD NUMBER**. This number identifies the location of your poster board in the Poster Hall. ***This number will be the same as your poster (P) number.*** See the example below:



Poster numbers will also be in the onsite program book and on our Website at www.ashp.org/meetings.

Length of Session

All posters must be displayed during the entire session.

Presentation Tone

Presentations must reflect an unbiased, scientific tone. Those with a commercial tone will not be permitted. Presenters may not distribute promotional materials, invite or consult with industry representatives at the booth.

Format

One advantage of this session is the “no lecture” format. It is not necessary to prepare a formal presentation — just be prepared to discuss any aspect of your poster on a one-to-one basis.

Poster Removal

Posters must be removed immediately following your session. Any poster materials left behind will be discarded after the close of the poster session. Check under the tables for any belongings you may have stored there. We ask that you dispose of any trash or unwanted materials in the receptacles provided.

International Presenters

Your Certificate of Presentation will be available in the Poster Hall during the session or at Membership Information Center located near the Registration area after the poster session has concluded.