Poster Presenter Handbook
Professionals
Fellows
Students
Residents

51st ASHP Midyear Meeting and Exhibition
December 4 – 8, 2016
Las Vegas, NV

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

2016 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.

☑ **DATE to PRESENT – SUNDAY, MONDAY, TUESDAY, or WEDNESDAY**

Verify your presentation dates and times below by referring to your assigned number:

POSTER SCHEDULE				
Poster Type	**Session #**	**Board #s**	**Day**	**Times**
Federal Forum	**1**	**001 to**	**Sunday**	**3:45 p.m. – 5:15 p.m.**
Students	**2**	**001 to**	**Monday**	**10:45 a.m. – 11:45 a.m.**
Students	**3**	**001 to**	**Monday**	**12:00 p.m. – 1:00 p.m.**
Professional/Fellows	**4**	**001 to**	**Monday**	**2:30 p.m. – 4:00 p.m.**
Students	**5a**	**001 to**	**Tuesday**	**10:00 a.m. – 11:00 a.m.**
Students	**5b**	**001 to**	**Tuesday**	**11:30 a.m. - 12:30 p.m.**
Professional/Fellows	**6**	**001 to**	**Tuesday**	**2:30 p.m. – 4:00 p.m.**
Students	**7**	**001 to**	**Wednesday**	**8:30 a.m. – 9:30 a.m.**
Residents	**8**	**001 to**	**Wednesday**	**10:00 a.m. – 11:00 a.m.**
Residents	**9**	**001 to**	**Wednesday**	**11:15 a.m. – 12:15 p.m.**
Residents	**10**	**001 to**	**Wednesday**	**12:30 p.m. – 1:30 p.m.**
Residents	**11**	**001 to**	**Wednesday**	**1:45 p.m. – 2:45 p.m.**
Residents	**12**	**001 to**	**Wednesday**	**3:00 p.m. – 4:00 p.m.**

Check http://www.ashp.org/Get_Involved for your board number and assigned time.

☑ **GET YOUR BADGE**

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

☑ **PRESENTER RIBBON**

Poster presenter ribbons will be available at the Membership Booth and the front of the Poster Hall.

☑ **SET UP**

You may set-up your poster 5-15 min. prior to the start of the session. ***Please note: Poster session times may vary depending on which time your poster presentation starts.***

☑ **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

Please read all instructions and guidelines carefully; these are provided to make your experience more rewarding and enjoyable for you and as well as for attendees.

Please contact us (posters@ashp.org) if you have any questions.

- Board Specifications....4
- How to Prepare a Poster for Presentation....4
- Author Disclosures....5
- Presenting Your Poster....6
- Poster Presentation Checklist....6
- Rules for Presenting a Poster....7
- What to Expect Onsite....8
  - Poster Set Up....8
  - Poster Board Numbers....8
  - Length of Session....8
  - Poster Removal....8

Mastering an Effective Poster Presentation is a video designed with effective presentation techniques, including voice tone and body language to help your audience understand the content and value of your poster research. Please click the link below to access the video:

https://youtu.be/7eB1fjUwcHE

POSTER BOARD SPECIFICATIONS

ASHP will provide the following for your poster presentations:

- A poster board approximately 7 ½ feet wide (2.3 meters) by 3 ½ feet high (1.1 meters) of usable space.
- A table in front of the board
- A number on each poster board indicating the location of your assigned poster display. Please do not remove the board numbers.

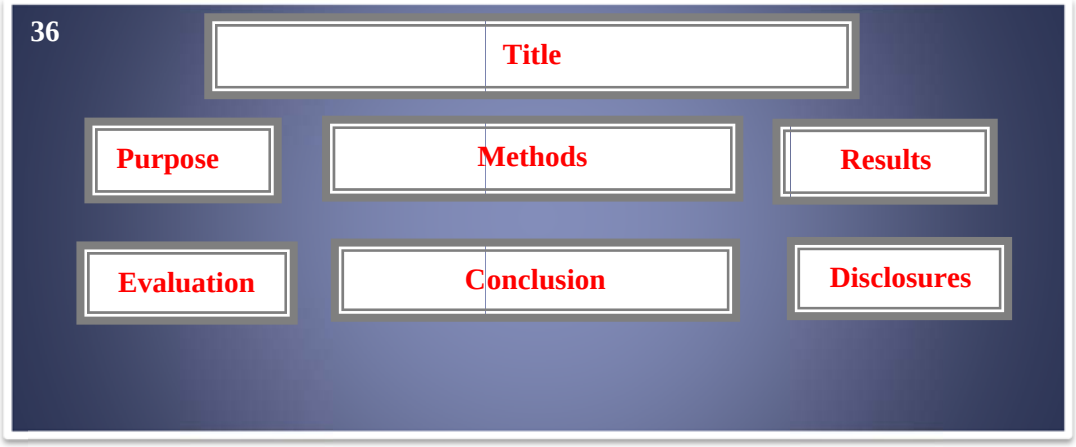
HOW TO PREPARE A POSTER FOR PRESENTATION

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:
   - **Objective(s)/purpose** of the study or project
   - **Methods** used in the study or project
   - **Results** of the study or project
   - **Conclusions/evaluation** of the study or project.
   - **Author disclosures (required)**

Suggested Arrangement for a Poster Presentation

Assigned Poster board location number provided by ASHP



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, we recommend the following:

   - **Text** – Use a minimal amount of text material. Focus on two or three points maximum. Use one line statements or bullet points to highlight key points rather than full sentences. Break up large amounts of blocked text by using indented paragraphs or subheadings.

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

   - **Graphics** – Use simple charts, graphs, tables, clip art, drawings, symbols, and photos to illustrate key points.

   - **Font Type** – Use large lettering, at least 3/8" high (24-30 points), but do not use all upper case letters. Font should be simple and easy to read (i.e., Times New Roman, Calibri, etc). The text should be readable from approximately three to five feet away or it is too small.

   - **Mounting** – Laminated posters and posters made of heavy material are difficult to keep in position on the poster board. Please consider using a lighter weight material. Also, laminating your poster materials may make it difficult to read because of the reflected lighting in the convention centers.

4. **Disclosure summaries for all authors must be displayed on your poster.**

   - If an author has nothing to disclose, "Nothing to Disclose" must be displayed on your poster.

   - Display your disclosures on the lower right corner of your posters. Please use the verbiage and format below for the required poster disclosures.

Disclosures

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 – AAA Pharmaceuticals
Carol Jones: Nothing to disclose
Michael Smith: Member – ABC Speaker's Bureau

PRESENTING YOUR POSTER

Presentation Tone

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

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.

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.

PRESENTATION CHECKLIST

☑ **Proofread!** Ask someone who is not familiar with the project to review the text to ensure it is clear, concise, and logically organized.

☑ **Bring one or two copies of your completed abstract** to display at your poster booth. These should be in a presentation folder and clearly labeled "Display Copy – Not for Distribution." Your completed abstract should not be posted on the poster board.

☑ Don't forget your **business cards**!

☑ **Assemble a functional took 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. Do not leave your poster in the poster area before your scheduled time to set up.

RULES FOR PRESENTING

- 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 be 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.

- No one is permitted in the Poster Hall without a badge.

- Children are not allowed in the Poster Hall.

- 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 during your presentation, please notify ASHP in advance by sending an email to posters@ashp.org*

- No Velcro, tape, or staples are allowed on the poster boards.

- Bring your own push pins.

- No food is allowed in the poster area. Bottled water or a covered drink is allowed.

- Solicitation in the poster area is not allowed.

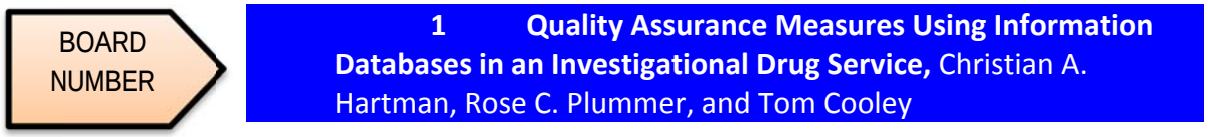
WHAT TO EXPECT ONSITE

Poster Set-Up

Go to the poster area and set up your poster on the board with your number. Set-ups may take 5 - 10 minutes. If you have questions, please go to the poster info booth for assistance. Please do not leave valuables unattended in the poster area.

Poster Board Numbers

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



Bringing your poster citation with you will be helpful in locating your board quickly. Poster numbers will also be in on our website at: http://www.ashp.org/menu/Events/GetInvolved

Length of Session

All posters must be displayed during the entire session.

Poster Removal

Posters must be removed immediately following your session. Any poster materials left behind will be discarded 15 minutes 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.

Safeguard your belongings! Do not leave your poster unattended with our 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 ASHP staff immediately.