



POSTER PRESENTATION INSTRUCTIONS

BOARD ASSIGNMENT

- § About 2 weeks prior to the annual meeting you will receive an email with a bulletin board number so that you will know where to set up your presentation. Please utilize only the board with your number on it. Each bulletin board will be numbered in the top corner.
- § SMDM will provide push pins to secure your poster to the boards.

SET UP / REMOVAL

- § The email will also contain the set up schedule for each poster session.
- § All posters must be set up no less than 20 minutes prior to the scheduled presentation time.
- § Posters must be removed within one hour of the conclusion of the scheduled presentation time. We cannot take responsibility for materials that are not recovered within that time period.
- § Presenting authors are expected to stand next to their posters during the entirety of the scheduled poster session in order to answer questions.

POSTER LAYOUT

- § **The bulletin board will be landscape**
 - § **4-ft. (height) by 8-ft. (width) / 1.2192 meters (height) by 2.4384 meters (width)**
- § Abstract title, author(s), and institution must be placed at the top of your poster board in large lettering (at least 2 inches high).
- § We recommend that you post a large-type copy of your abstract in the upper left corner of your board.
- § Use large type size that can be easily read at a distance of 6-8 feet.
- § Be sure graphs and charts can be easily read at a distance of 6–8 feet.
- § Posters may be printed / displayed as a single large piece of paper OR presenters may choose to post smaller pieces of paper similar to a PowerPoint Presentation print out of each slide.

Sample Poster Board Dimensions

