

## Basic Poster Presentation Guidelines

### *Guidelines*

- Posters must be prepared in advance of the conference, but do not need to be submitted prior to mounting.
- Posters can measure no more than 36 inches (h) x 42 inches (w), but should be large enough to be viewed and read from a distance of 1 metre (36 inches).
- Posters must be printed on paper or cardstock that accepts velcro dots (for mounting). They can be laminated if desired.
- **At the end of the day, please remove your poster and take it back with you. Any posters left behind will be placed into recycling.**

### *Mounting*

- A supply of velcro dots will be available in the poster area for mounting your poster.
- One poster per side of poster board.
- Each poster will be identified by a number which will be prepared and put in place by the organizers. The assigned number will be listed in the program.
- Additional information about the timing and location of poster mounting and removal will be provided closer to the time of the conference.

## Additional Suggestions for Designing & Preparing Posters

### *Content*

- Each poster should have at the top, the title of the paper, the name(s) of the author(s) and their affiliation(s). Relevant institutional logos are also recommended. If you engaged research mentor or supervisor, that person's name *must* be included in the authorship.
- Suggested headings will depend on the content of the presentation, but may include: Background/Introduction, Methods, Results, Conclusions.
- Full sentences and/or point form can be used, as desired.
- Figures and tables are recommended, and should be clear and simple.
- References do not need to be included on the poster, but should be available upon request.
- Acknowledgements and contact information should be included, as appropriate.

### *Design*

- Posters can be designed in programs such as Powerpoint, using a single slide. The page setup can be modified to reflect the desired poster size (for example, height = 36", width = 42")
- Poster backgrounds should be simple, using solid and non-distracting colours. Healthcare institutions and academic programs will often have poster templates that they encourage staff/students to use (template provided in email correspondence).
- The size of the characters for the title should be at least 2.56 cm (approx. 1 inch high),
- 3-4 columns can be used to lay out the content, with the size of the characters in the text being about half that of the title characters.
- Figures and tables can be interspersed throughout, and attention should be given to balancing text and graphics.

### *Printing*

- Printing shops can print posters on a single sheet of heavy stock paper