

Poster Presentation Instructions

These instructions will help you prepare your printed poster for your in-person presentation in the Poster Hall at the Gaylord National Hotel and Convention Center so that you and your colleagues receive the most benefit from your presentation.

Presenters are responsible for printing their own posters.

Poster Set-Up
Do not hang your poster before the morning of your presentation or it could unintentionally be dismantled and disposed as part of the previous day's posters.

Poster Dismantle -- Important information! Dismantle your poster on time!
Presenters are responsible for retrieving their posters each day prior to the dismantle time listed below. Over the course of three days, there will be approximately 1,200 poster presentations. Posters left behind at the end of the dismantle period each day **will be discarded,** and are not the responsibility of ASTMH nor the Gaylord National Hotel and Convention Center. See dismantle schedule below.

Poster Hall Location
All poster presentations will be in person with printed posters. The Poster Sessions will take place in Prince George's Exhibition Hall A on the Exhibition Level of the Gaylord National Hotel and Convention Center. See the Poster Session schedule below.

Poster Dimensions
You will be provided a space approximately 4-feet-high by 4-feet-wide (121 cm x 121 cm)—including the frames of the bulletin board—to hang your printed poster. Prepare your printed poster so that it makes the most of this space but does not exceed the area.

- We suggest creating a handout, business card or QR code that includes your contact information so colleagues can connect with you after the conference. If you decide to bring printed copies, we suggest bringing 50 copies. This is optional and is not required.

- Bring push pins to mount your printed poster. ASTMH will not have push pins available.

Please note: Due to fire regulations, we are unable to place any tables or chairs in front of the poster boards, and electrical hookups are not allowed.

New Abstract Presentation Number
Include your new abstract presentation number (provided to you via email) in a large font in the upper-left corner of your printed poster.

Poster Presentations
Your printed poster is a visual presentation of your research or clinical project. Use schematic diagrams, graphs, tables and other strategies to direct the visual attention of viewers, rather than explaining it using text, as you would in a journal article.

A poster addresses one central question. State the question or hypothesis clearly in the poster and use your presentation to provide a clear and explicit takeaway message.

Set-Up, Viewing, Presentation and Dismantle Schedule

	Poster Session A **Thursday, November 19** **-Presentation #6097-6407** **-Late-Breaker Abstracts #LB-9000 through LB-9111**	**Poster Session B** **Friday, November 20** **-Presentation #6538-6834** **-Late-Breaker Abstracts #LB-9118 through LB-9225**	**Poster Session C** **Saturday, November 21** **-Presentation #6991-7269** **-Late-Breaker Abstracts #LB-9232 through LB-9330**
Set-Up	7 a.m. – 8:30 a.m.	7 a.m. – 8:30 a.m.	7 a.m. – 8:30 a.m.
Morning Viewing	8:30 a.m. – 1 p.m.	8:30 a.m. – Noon	8:30 a.m. – 1 p.m.
Presentations (Presenters in attendance)	1 p.m. – 2:45 p.m.	Noon – 1:45 p.m.	1 p.m. – 2:45 p.m.
Afternoon Viewing	2:45 p.m. – 4:30 p.m.	1:45 p.m. – 3:30 p.m.	
Dismantle	**4:30 p.m. – 7 p.m.***	**3:30 p.m. – 6:15 p.m.***	**2:45 p.m. – 5 p.m.***

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Content

Posters usually have a similar structure to a research paper or journal article: an **abstract**, **introduction** (e.g., brief rationale or review of relevant research), **method** section, **results** section, and a **conclusion** or summary. You may also want to list key **references**. If your poster is more clinically oriented, you may elect to use a different format, but breaking things down into clear sections with headings will help your colleagues understand your poster easily and quickly.

In the busy and crowded environment of a poster session, most people do not have the ability to read and process long sections of text. Therefore, keep text concise and focus on the key ideas. You can convey details via discussion when you are standing by your poster.

In Summary

- Make note of dismantle times.
- Do not hang your poster before the morning of your presentation or it could unintentionally be dismantled and disposed as part of the previous day's posters.
- Include your **new abstract presentation number** in a large font on the upper-left corner of your poster so attendees can easily locate your abstract.
- Use bullet points to simplify sections.
- Use large type, such as 36-point type for section headings and 24-point type for text. Never use type smaller than 18-point.
- Make effective use of underlines and **boldface**.
- Use graphs and figures whenever possible.
- Make your poster eye-catching.

Questions?

Contact Judy DeAcetis, Administrative Manager – Scientific Program, at j.deacetis@astmh.org.