

Poster Presenter Handbook
Professionals
Fellows
Students
Residents



49th ASHP Midyear Clinical Meeting and Exhibition
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Anaheim, CA

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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 450	Sunday	3:30 p.m. – 5:00 p.m.
Students	2	001 to 450	Monday	10:45 a.m. – 11:45 a.m.
Students	3	001 to 450	Monday	12:00 p.m. – 1:00 p.m.
Professional/Fellows	4	001 to 450	Monday	2:30 p.m. – 4:00 p.m.
Students	5	001 to 450	Tuesday	11:30 a.m. - 12:30 p.m.
Professional/Fellows	6	001 to 450	Tuesday	2:30 p.m. – 4:00 p.m.
Residents	7	001 to 450	Wednesday	8:30 a.m. – 9:45 a.m.
Residents	8	001 to 450	Wednesday	10:00 a.m. – 11:15 a.m.
Residents	9	001 to 450	Wednesday	11:30 a.m. – 12:45 p.m.
Residents	10	001 to 450	Wednesday	1:00 p.m. – 2:15 p.m.
Residents	11	001 to 450	Wednesday	2:30 p.m. – 3:45 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

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

SET UP

You may set-up your poster 15 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.**

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Guidelines for Poster Presentations

BOARD SPECIFICATIONS

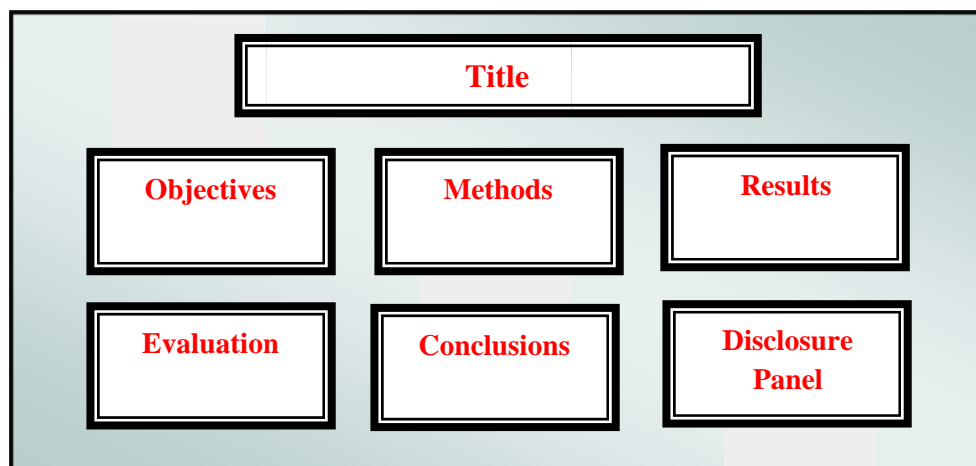
ASHP will provide the following for poster presentations:

- ❖ A poster board with approximately **7 ½ feet wide (2.3 meters) by 3 ½ feet high (1.1 meters) of useable space. Note: Boards themselves are 8 ft. x 4 ft. but this includes the frame border.**
- ❖ A table in front of the board.
- ❖ A poster number on each table indicating the location of your assigned poster display. Please do not remove or move 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:
 - (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

RULES

- ❖ **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 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.

In the event of a medical emergency, do not call 911* — remember your CPR training – designate one specific person to notify the ASHP staff member on duty in the hall so they can contact onsite EMT.

* Multiple calls to 911 for a medical emergency in a large facility like a convention center can actually slow down response time. All of our meeting facilities have specific procedures for medical emergencies.

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.

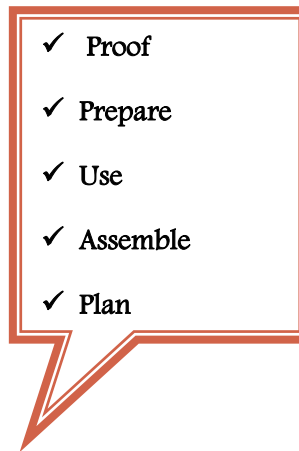
Follow the "tried and true" arrangement of objectives, methods, results, and conclusions. Arrange these materials like newspaper columns on the poster board.

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

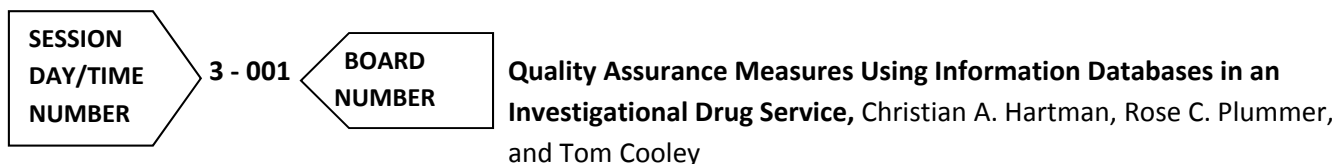
Only authors, preferably the primary author, may present posters at ASHP meetings; substitute presenters who have not participated in the project will not be permitted to present. If *none* of the authors are able to attend the meeting, the poster must be withdrawn from presentation. **If you have multiple 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 assigned number 15 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 for Professionals & Fellows and on our website. Students and Residents poster numbers will be located on our website located: http://www.ashp.org/Get_Involved

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 Meeting Information Center after the poster session has concluded.

For additional assistance there is a 15-min video now available called Mastering an Effective Poster Presentation. It's located here:

http://www.ashpmedia.org/GreatX/Poster_Presentation/Poster_Presentation.html



Additional resources for designing and printing your poster:

- **Instructions on designing an inviting poster presentation**
<http://colinpurrington.com/tips/academic/posterdesign>
- **Where can I print my poster presentation?**
<http://www.c2repro.com/repro/products-services/digital-printing-copying>