

# Summer Meetings

## Poster Presenter Handbook



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# Congratulations!

## Your poster abstract 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 booklet carefully as we are constantly updating our requirements. If you have questions contact us at [posters@ashp.org](mailto:posters@ashp.org).

<input checked="" type="checkbox"/>	<b>DATE to PRESENT – MONDAY OR TUESDAY</b>	
	Verify your presentation date and time – refer to the poster listing from ASHP with your assigned poster number at: <a href="http://www.ashp.org/Get_Involved">http://www.ashp.org/Get_Involved</a> for this information.	
	<b><i>If you are scheduled for MONDAY</i></b> 11:00am – 12noon      Set up your poster 12:15 -1:30pm          Present your poster 1:30pm                    Take down your poster	<b><i>If you are scheduled for TUESDAY</i></b> 11:00am - 12:00noon    Set up your poster 12:15pm-1:30pm        Present your poster 1:30pm                    Take down your poster
<input checked="" type="checkbox"/>	<b>GET YOUR BADGE</b>	
	Visit <b>Registration</b> and pick up your meeting badge <i>prior</i> to setting up your poster	
<input checked="" type="checkbox"/>	<b>PRESENTER RIBBON</b>	
	Pick up your poster presenter ribbon at the desk in the poster area or at Membership Information booth	
<input checked="" type="checkbox"/>	<b>SET UP IN THE EXHIBIT HALL</b>	
	You will be permitted in the Exhibit Hall to set up your poster, at the time specified above.	
<input checked="" type="checkbox"/>	<b>PRESENT YOUR POSTER</b>	
	Meeting attendees want to talk with you about your work. Please be available to answer questions and discuss your work.	
<input checked="" type="checkbox"/>	<b>TAKE DOWN</b>	
	Posters and all other materials must be removed from the poster boards by the end of your session. <b>Any posters or materials left after 2pm will be discarded.</b>	

# 2016 Summer Meeting Poster Presenter Handbook

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.

Table of Contents	Page
• Poster Board Specifications.....	3
• How to Prepare a Poster for Presentation.....	3
• Author Disclosures .....	4
• Presenting Your Poster .....	5
• Presentation Checklist.....	5
• Rules for Presenting a Poster .....	6
• What to Expect Onsite .....	7
○ Poster Set Up.....	7
○ Poster Board Numbers .....	7
○ Length of Session.....	7
○ Poster Removal .....	7

**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>

# 2016 Summer Meeting Poster Presenter Handbook

## POSTER BOARD SPECIFICATIONS

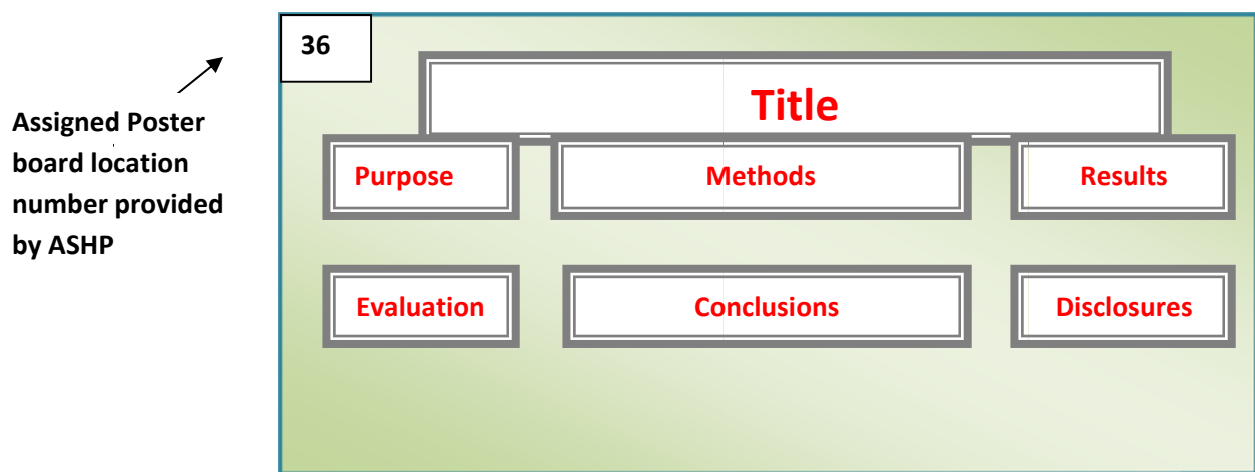
ASHP will provide the following for your poster presentations:

- 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



# 2016 Summer Meeting Poster Presenter Handbook

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

# 2016 Summer Meeting Poster Presenter Handbook

## 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

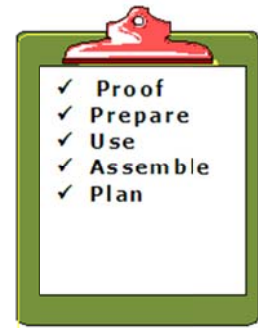
Make your presentation noteworthy. Review what's already been presented on the same topic and talk to your colleagues; look for a unique presentation angle.

### 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 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. Do not leave your poster in the poster area before your scheduled time to set up.



# 2016 Summer Meeting Poster Presenter Handbook

## 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](mailto: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.

# 2016 Summer Meeting Poster Presenter Handbook

## 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 take *at least* 15 minutes. If you have questions, please go to Meeting Info 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:



**1**      **Quality Assurance Measures Using Information  
Databases in an Investigational Drug Service**, Christian A.  
Hartman, Rose C. Plummer, and Tom Cooley

Bringing your poster citation with you will be helpful in locating your board quickly. Poster numbers will also be in on our Website at [www.ashp.org/meetings](http://www.ashp.org/meetings).

### 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 30 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.

If you have any questions, please contact [posters@ashp.org](mailto:posters@ashp.org)