

## North American Congress of Clinical Toxicology

C/O Contemporary Forums

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### Poster Preparation

If your abstract has been accepted for poster presentation at **NACCT 2017**, these guidelines will help you to maximize the presentation of your data to those attending.

### Advantages of Posters

The advantages of a poster presentation are that:

- (i) The exchange of ideas with those who are interested in your work is enhanced
- (ii) The presentation is less confrontational and stressful, especially for first-time presenters or those who are attending NACCT for the first time
- (iii) There is a permanent record for use in your home department, or at other meetings, etc.

### Planning

**Please bring everything needed to mount your poster. Velcro or pushpins will work on the boards' surfaces. Each board is two-sided and the bottom edge is supported by legs that will put it approximately 3' off the ground. No tables or chairs will be allowed next to or under the boards during the poster session to avoid congestion.**

**Overall size should be less than 6 feet wide, 4 feet tall**

### Production

- The objective is to show your data so that they can be *read easily from four feet away*.
- *Keep text to a minimum*. To do this, edit your material down to essential words, using tables, lists, figures, and diagrams to avoid the use of too many words.
- Use short bulleted sentences rather than lengthy paragraphs.
- *Put the material in the structure of the abstract*: Introduction, Methods or Case Report, Results or Case Discussion, and Conclusions.
- There is no need to include the original abstract on the poster, but you may if you like.
- *A bibliography is optional*. You may wish to print up a few bibliographies to be handed out to those with special interest.

### The Title Panel

All printing is bold. All lines should be centered and the title placed at the top of the board. It may extend the full width.

Title:            ≥ 60 points (72 points is best), upper case.

Authors:        48 points, lower case.

Institution:     36 points, lower case.

## The Body of the Poster

Headings: 36 points bold. May be lower or upper case. Italics may be used.  
For Studies: Background, Methods, Results, and Conclusions  
For Case Reports/Series: Background, Case report/s, Case Discussion, Conclusions  
\*\*References are encouraged, but are optional\*\*

Text: 18 to 24 points.

## Figures and Pictures

- These should be at least 5 x 7 in.
- All figures and pictures should have titles, captions, labels or legends.
- If more than one figure is used, each should be numbered.

## Display Form

- Cut out the material with a one-inch margin. The impact of the poster will be highlighted if the material is attached to the poster board so that a margin of one inch surrounds the white paper.
- The use of different colors to highlight different parts of the information is optional, but effective.

**If you prefer to ship your poster/s, they can be sent to the address listed below. However this year due to the conference being held in Canada a customs broker will be required clear the poster with Canadian authorities if you wish to ship your poster to the hotel. To help avoid mishap – please use this information as your mailing label**

NACCT (Poster Boards – “insert your name here”)  
c/o Sheraton Wall Centre  
1088 Burrard Street  
Vancouver, BC V6Z 2R9  
CANADA

A completed D&S Order Form with “customs services” checked, and Canada Customs Invoice (both forms attached) must be submitted to Stefanie Lane [stefanie@davidsandsons.com](mailto:stefanie@davidsandsons.com) prior to shipment arrival at the hotel.



D&S Order Form &  
Example.pdf



D&S - Canada  
Customs Invoice & E

The option to print onsite is available and you can contact Jaclyn at [orders@showinmotion.com](mailto:orders@showinmotion.com) for more details.