

POSTER PRESENTATION GUIDELINES

Poster Preparation

If your abstract has been accepted for a Poster presentation these guidelines will help you to maximize the presentation of your data during the “Authors with Posters” sessions to those attending.

Note: All poster presenters will be required to submit the PDF of your poster by September 6, 2023.

Poster Set-up and Tear-Down by Session

Poster Session 1: Friday September 29, 9:30 am - 10:30 am

Set Up: Thursday September 28, 1:00 pm - 5:00 pm

Tear Down: Friday September 29, 4:00 pm - 4:45 pm

Poster Session 2: Saturday September 30, 11:00 am - 12:00 pm

Set Up: Friday September 29, 5:00 pm - 5:45 pm

Tear Down Saturday September 30, 4:00 pm - 4:45 pm

Poster Session 3: Sunday October 1, 12:30 pm – 1:30 pm

Set Up: Saturday September 30, 5:00 pm – 6:00 pm

Tear Down: Sunday October 1, 1:30 pm – 3:00 pm

Advantages of Posters

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

Production

- Poster boards are 8' in length and 4' in height. Maximum printing area is 7'6" x 3'6" as there is a 2" border around the boards.
- 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.
- 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 and/or italics.

- 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 inches.
- All figures and pictures should have titles, captions, labels or legends.
- If more than one figure is used, each should be numbered.

Questions?

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