



POSTER PRESENTATION GUIDELINES

For information on registration, housing, and international travel visit www.ascpt.org. ASCPT does not provide honoraria or travel/housing reimbursement for poster presenters.

Poster Board Requirements

- Posters should be formatted horizontally (landscape) and must **not exceed 4 feet high (48 inches/120 centimeters) and 7 ¼ feet (87 inches/220 centimeters) wide** to allow space for the poster number. Posters larger than 4 x 7 ¼ feet will not be displayed.
- The poster board number and push pins will be provided at each board. Please do not remove these items once posted.
- All posters are required to be mounted on the provided board. Free standing structures and posters are not permitted.

Poster Content

- The poster should include a header with the abstract title and authors at the top of the poster space. The lettering for this section should not be less than 1.5 inches/4 centimeters high.
- **Posters cannot contain any advertising, trade names, or a product-group message.** All content must be free from commercial bias and should reference the best available evidence where applicable.
- ASCPT does not allow the use of QR (quick response) codes on posters and handouts as a method of sharing information.
- Do not handwrite on the poster boards. Illustrations must be readable from distances of 3 feet/1 yard or more. Charts, drawings, and illustrations should be similar to those you would use in making slides:
 - Simple use of color can add emphasis effectively.
 - Material should contain appropriately heavy lettering at least 1 inch/2.5 centimeters high.
 - Shade block letters where possible.
 - Keep illustrative material simple.

Poster Session

- You are required to **stand with your poster** during the 90-minute time frame of your assigned poster session. Refer to the poster presentation information e-mail for your scheduled poster session.

Set-up and Removal

Refer to the poster presentation information e-mail for your assigned poster session. You are required to set-up and remove your poster the day of your poster session within the set-up and removal time frames listed below, except for Presidential Trainee Award posters, which will remain on display during all poster hall hours on Wednesday, Thursday, and Friday of the conference.

- **Check-in** during your designated set-up time with ASCPT Staff at the entrance to the poster hall.
- **Posters must be removed at the designated times.** All posters left behind will be discarded at the end of each poster session.
- You must display your ASCPT badge at all times for access into the poster hall.
- Only the poster presenter may enter the hall during the set-up hours.
- Use of camera or digital recording devices by attendees is not permitted.

Please see the set-up and removal times below:

Poster Set-up and Removal Times:

- Presidential Trainee Award Posters
 - Set-up Wednesday, March 21: 12:00 – 1:30 PM / Removal Friday, March 23: 1:30 – 2:00 PM
- Wednesday, March 21 Poster Session
 - Set-up on Wednesday, 12:00 – 1:30 PM/ Removal Wednesday, at 6:30 – 7:00 PM
- Thursday, March 22 Poster Session
 - Set-up Thursday, 7:00- 8:00 AM / Removal Thursday, 6:30 – 7:00 PM
- Friday, March 23 Poster Session
 - Set-up Friday, 6:00 – 7:00 AM/ Removal Friday, 1:30 - 2:00 PM

Handouts and Shipping

- ASCPT is not responsible for shipping and handling of posters to and from the meeting.
- Handouts of your poster are allowed, but you are solely responsible for printing and distributing these materials.
- Envelopes or other methods of collection for business cards of attendees who arrive before the attended poster time are allowed.
- ASCPT does not provide tables for your materials.