



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. Posters that are not removed by the posted removal times will be discarded.

- **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 to photograph or record posters being presented 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 13: 12:00 – 1:30 PM / Removal Friday, March 15: 1:00 – 1:30 PM
- Wednesday, March 13 Poster Session
 - Set-up on Wednesday, 12:00 – 1:30 PM/ Removal Wednesday, at 6:30 – 7:00 PM
- Thursday, March 14 Poster Session
 - Set-up Thursday, 7:00- 8:00 AM / Removal Thursday, 6:30 – 7:00 PM
- Friday, March 15 Poster Session
 - Set-up Friday, 7:00- 8:00 AM/ Removal Friday, 1:00 - 1:30 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.