2018 AEIRS Poster Presentation Guidelines

A scientific poster presentation is a graphic exhibition of the author's research or report. It should include an abstract, methodology, short literature review relevant to the topic, discussion of findings/results, conclusions/recommendations, and references. **Authors are responsible for obtaining permission to use copyrighted material and it must be referenced as such.** The poster should contain limited text in combination with illustrations supporting the report displayed by photographs, graphs, charts, models, and diagrams. The poster should be no larger than 4 feet tall by 8 feet wide.

AEIRS will provide a poster presentation board and push pins for each poster accepted to be displayed and presented at the Annual Meeting. The poster presentation board will be 4 feet tall by 8 feet wide with a cork background and mounted on stands. Please provide business cards or contact information in case attendees are interested in contacting you for more information.

Posters should be set up Wednesday evening between 7:00 pm and 11:00 pm and should be taken down **no later than 3:00 pm** on Friday afternoon. Display materials not removed will be discarded.

The authors shall be present to discuss his/her poster with the attendees during the **Poster Presentation Session held from 4:30 – 6:00 pm on Thursday, July 12, 2018 and must remain by his/her poster for the duration of the poster session**. Many authors find it helpful to present a brief overview and allow time for attendees to ask questions. Ideally presenters should stand next to the poster so readers can view all the poster sections prior to asking question. **No audiovisual equipment is permitted for poster presentations**.

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General Guidelines:

- Posters can be designed using a PowerPoint™ slide template.
- Posters should be well laid out and formatted, visually appealing with the use of color, and present a professional image, including the researchers' names, credentials, and sponsoring academic or healthcare institution (if applicable).
- The material should be well labeled and legible from a distance of 2 yards. Lettering should be **bold**. Use uppercase and lowercase letters and avoid use of fancy fonts. Simple serif fonts such as "Times New Roman" are easier to read than sans serif fonts such as "Geneva."
- Do not laminate the poster because of potential glare from overhead lights.
- Select the most notable aspects of your research keeping in mind that your information must be concise; focus on summarizing the information for your presentation.
- Because this is a formal and professional presentation, posters **should not** contain arts and craft items such as glitter, handwritten or hand colored items.
- The most natural way for a reader to proceed is left to right, so begin your abstract in the upper left corner and end with your Conclusions or Summary in the lower right corner of the poster.
- Arrange your material in columns that can be read from top to bottom. Thus, a viewer can read the far left column, and then step to the right to read the next section, which will allow another viewer to start reading the first column. Leave a reasonable amount of space (e.g., at least 6–8" inches) between columns.
- **Do not** put key information (e.g., a photo or table of results) at the very bottom of a column so that a reader must squat down to see the information clearly.
- Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section.
- Consider uploading a handout to the annual meeting website for attendee's access. This does not necessarily need to be your poster file. It can be supplemental material including resources, references, literature on your topic, etc.

Planning Sections of the Poster Board

Title
- Center both the title and the author's information at the top of the poster.
- The title should be no more than10 words and should be a label, not a sentence.
- The title should be readable from a distance of 20 feet, be bold and dark. Reasonable font sizes range from 135 point to 210 point.
- Place author name(s), credentials, and the sponsoring academic or healthcare institution, if applicable, under the title.
- Author information should be readable from a distance of 10 feet and be in a bold and dark font. Reasonable font sizes range from 72 point to 150 point.

Headings of each section of the poster (i.e., Abstract, Methodology, Discussion)
- Use consistent font style for all headings.
- Use non-serif font (i.e., Arial, Comic Sans, Lucinda Sans).
- Use the boldest and darkest font possible.
- Make font size large enough to be easily read from a distance of 4 feet. Reasonable font sizes range from 48 point to 60 point.

Text
- Use consistent font style for all text.
- Use non-serif font (i.e., Arial, Comic Sans, Lucinda Sans).
- Use the boldest and darkest font possible.
- Make font size large enough to be easily read from a distance of 4 feet. Reasonable font sizes range from 24 point to 36 point.
- Use double-or 11/2-spacing (in MSWord, hit the "Control" key + the number "2" key for double-spacing or "Control" +"5" for 1 1f2spacing).

Abstract
- Include the following: Statement of the Problem or Research Question(s), Methodology, Results, Discussion, and Conclusion.

Background or Literature Review
- Should be one to two paragraphs in length.
- Highly synthesized section—abbreviated introduction and literature review section ending with the purpose, hypothesis or research question, or research objective.

Methodology
- Include design, participants, instrument(s), and procedures.

Results
- This is the major portion of a well-designed poster.
- Report factual data related to the main findings in enough detail to support conclusions drawn.
- Factual data should be followed by tables and figures.
- Tables and/or figures will have greater visual appeal if they are in color. Be sure and label or title each table or figure or note explanation at the bottom of the table or figure.
- May relate results with research question(s) if not in **Discussion** section.

Discussion
- ▪ May relate results with research question(s) if not in **Results** section.
- ▪ Include interpretations of the results.
- ▪ Include a concise comparison with literature reviews.
- ▪ Include research or practice implications.

Conclusion/ Recommendations
- ▪ Include summary of findings and implications.
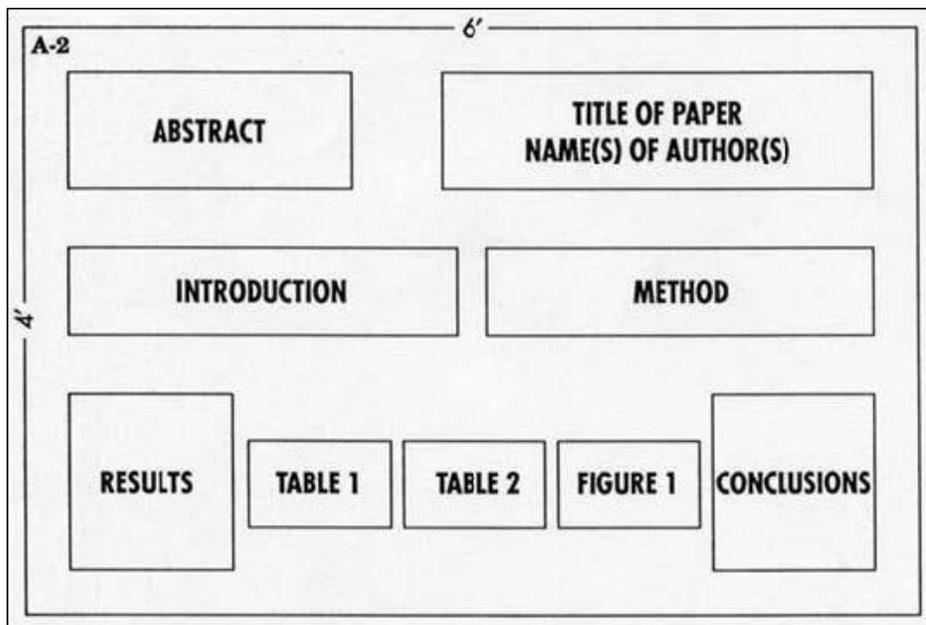- ▪ Identify future lines of inquiries or research.

References
- ▪ **Authors are responsible for obtaining permission to use copyrighted material.**
- ▪ Include all references in either APA or AMA style.
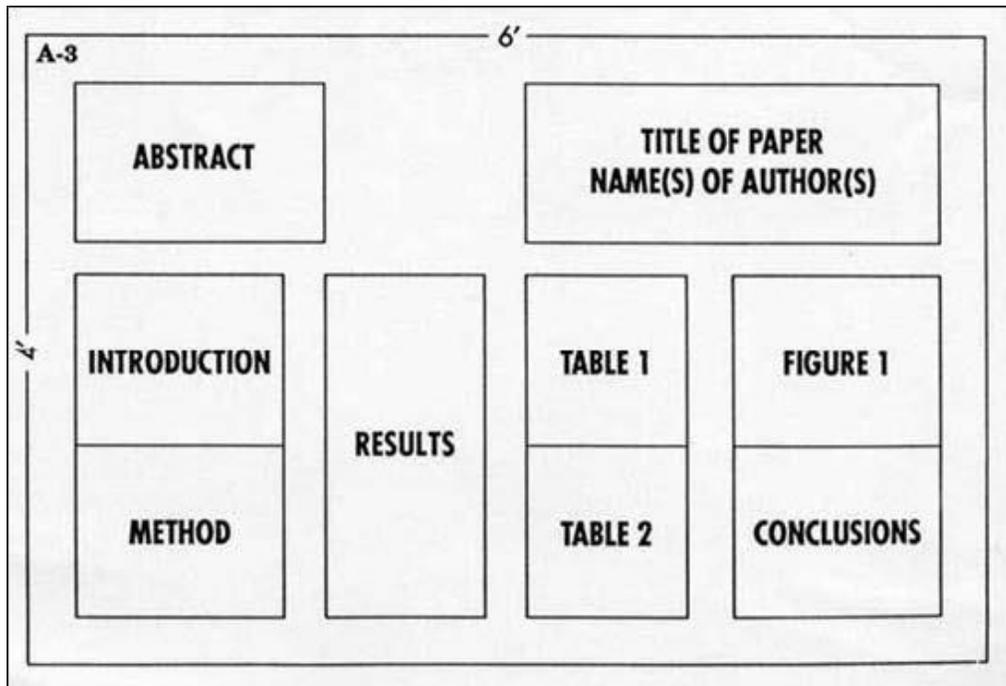- ▪ Reasonable font sizes range from 20 point to 24 point.

Poster Board Layout Examples

Poster Example 1
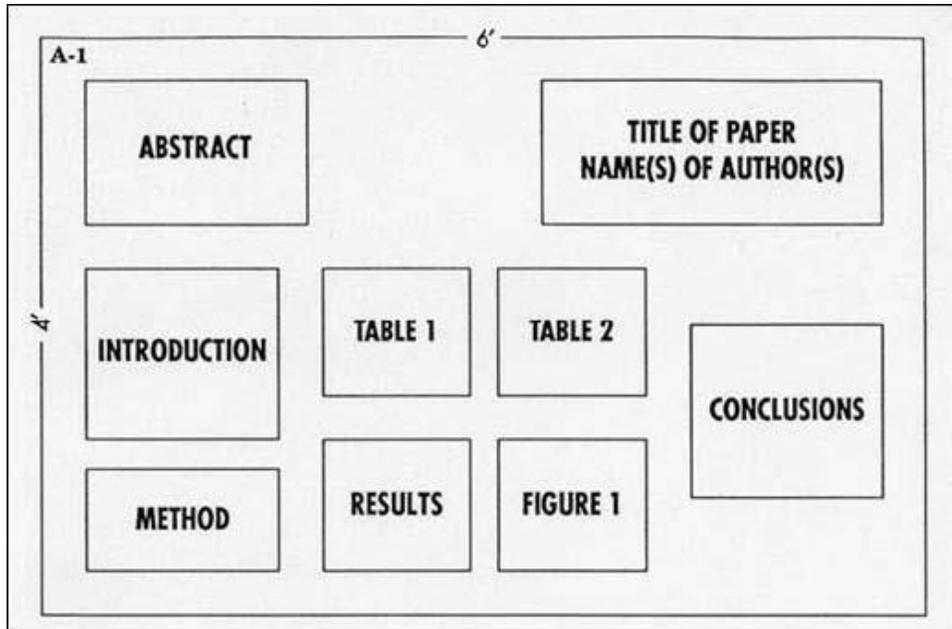
Poster Example 2

Poster Example 3

Adapted with permission from AOTA Poster Presentation Guidelines