

## **SPR 13th Annual Meeting Instructions for Poster Forum Presentations**

The **Poster Forums** (formerly called organized poster symposia) provide for multiple, 4 to 8 (maximum), poster research presentations to be made on related themes and topics.

### Poster Number

When you arrive on-site please check the printed program to confirm the schedule of your presentation time block and the room assignment. Refer to the author index to check your presentation(s). Numbered poster boards are installed in the assigned meeting rooms. Try to be in your presentation room 10 minutes prior to the starting time so that you can put up your poster. Presenters and the audience are expected to be present for the entire 90 minute session.

### Poster Forum Format

Each presenter is asked to put up their poster before the start of the session. At the start of the session everyone is seated. The volunteer chair/moderator will ask each poster, presenting author to briefly (1 minute) introduce their topic. Next, for a 45-minute period the presenters are asked to stand by their posters and discuss their posters with the audience (individually or in small clusters just as in the evening poster sessions) as the audience circulates through the room. Then everyone is asked to return to their seats and the volunteer chair/moderator facilitates the discussion with the presenters and the audience. We will ask the chairs/moderators to have reviewed all of the poster abstracts in advance of the session and to prepare some leading questions to stimulate the discussion.

### Conflict of Interest Statement

When applicable all presenters should include his/her conflict of interest disclosure statement in his/her poster presentation.

### Hand-out Materials

We request authors to have materials available in the form of a handout, even if only a one-page abstract; along with contact information to help participants follow up on presentations they heard at the meetings. Please make arrangements to bring any such handouts (50-75 copies) and/or be prepared to respond to e-mail requests after the conference.

### Poster Board Size and Poster Preparation

The poster board is 4 feet high and 8 feet wide. You will be assigned one poster board for each abstract that has been accepted.

Prepare a title board for the top of your poster space indicating the title and author(s) of your presentation. Ideally, the lettering for the title should not be less than 1-1/2 inches high.

All illustrations should be made up beforehand. Remember that your illustrations must be read from several feet. Charts, drawings, and illustrations should be similar to those you would use in making slides, but more heavily drawn. Do not mount illustrations on heavy board because these may be difficult to keep in position on the poster boards. Hand-lettered material should contain heavy lettering approximately 1 inch high for minor titles (i.e. questions, methods, conclusions, etc.) and all printing should be a minimum of 1/2 inch. Do not use normal "typewriter-size" type. Keep illustrated and written material simple.

Do not allow yourself to be monopolized for an inordinate period of time by a single individual.

Pushpins will be provided.

Please do not write or paint on the poster boards.

Please remove your materials from the poster board immediately after the session. Materials left on the boards after the session will be discarded.

Please note that laptop presentations are NOT acceptable for Poster Forums.