

29th NZNO National Division of Infection Control Nurses 2010 Conference

Poster Session Guidelines

The Poster Session

The 2010 Conference will feature posters submissions to be viewed at meal breaks. Located on poster boards near the exhibition area, poster authors are requested to be in the poster area for at least two refreshment breaks to answer questions (further information will be provided). Authors should submit an abstract for their poster via the online submission form (refer to Call for Papers on the conference website www.events4you.co.nz/infection2010.html)

Poster Size

The posters will be displayed on room divider/poster display boards with one side of each divider dedicated for a single poster. You should plan to keep your poster information to a (120cm) wide by 180cm high area on the divider. However, in practice most posters are best kept to an A0 poster size of approximately 120cm by 84cm (in either orientation). This is the size that people generally expect to see and there are poster templates available to assist in preparation, and poster production services will generally handle posters of this size.

Preparation Guidelines

Layout

A reader has difficulty following long lines of text from a typical poster viewing distance, so most posters use 3-5 columns depending on orientation. A large heading spanning the whole poster block is typical, incorporating the poster title and authors.

The poster content may follow the typical report structure of introduction, method, results, discussion, but each section should be reduced to the key points as much as possible.

It is generally recommended to consider communicating key points or findings using graphs, diagrams, or images as much as possible instead of complex text or tables. Communicating key elements of the poster in point form is also common. Avoid long flowing paragraphs of complex prose. Avoid justified right margins - it makes it harder for the eye to keep track of where you are at a distance. Ragged-right margins are much easier on the eye.

Font Sizes

It is better to err on the side of using larger fonts wherever possible. Some suggestions are: for the main title, 85 pt; authors and affiliations, around 56pt; Subheads should be around 36 pt and body text 24pt. Figure and Table captions might work at 18 pt.

If you are unsure about what sizes to use, you can always use a variation on a classic technique for posters - print off your design to an A4 page on transparency film and use an OHP to blow it up to the appropriate size on a wall - stand back about 2 metres and see if all the material is easily read.

Production

Check out your local poster production options. Find out whether they can print directly from a Powerpoint template and make sure the sizes are compatible. Posters will be attached to Velcro receptive boards so you will need to attach Velcro (the loop side) on to the back of the poster. You will also need to obtain a poster tube which should be clearly named and can be left at the registration desk during the conference. All poster presenters will need to uplift their posters by 12.00 pm on Friday 1 September, any posters remaining will be disposed of.

Poster Resources

George Hess, Kathryn Tosney and Leon Liegel from North Carolina State University have put together a great practical website full of advice about how to approach the content as well as layout of your poster. Go to <http://www.ncsu.edu/project/posters/NewSite/Resources.html>