

## Poster Presentation Guidelines

AOTA will provide a poster board, push pins, and one chair for each presentation. The author should prepare all materials in advance. The poster board will be 4 feet tall by 8 feet wide with a cork background and mounted on stands.

Posters may be set up a **1/2 hour** before the start of the session. To locate your assigned poster board, look for the 4-digit session number your abstract was assigned. **It is important that you DO NOT move locations. The numbers allow attendees to easily locate the poster presentation they are interested in reviewing.** When finding your location, be aware that **PO####** (poster) and **RWP####** (research work in progress) are **not** the same, even if the 4 digit numbers match.

Presentations should be taken down **within 30 minutes** after the session ends. Display materials not removed following the conclusion of the session will be discarded.

A poster session is a graphic presentation of the author's report. A poster is not simply a research paper tacked onto a board. The authors illustrate their findings by displaying graphs, photos, diagrams, and a small amount of text on the poster. The authors will then hold **discussions** with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. **The author must remain by his or her poster board for the duration of the poster session.**

Highlight the author's name and address information in case the viewer is interested in contacting him or her for more information.

**No audiovisual equipment is permitted for poster presentations.**

The material should be well labeled and legible from a distance of 2 yards. Lettering should be **bold**. If you will be posting typed material, use a large font size (20–24-point font) on white, pale yellow or cream-colored non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use uppercase and lowercase letters. Simple serif fonts such as "Times New Roman" are easier to read than sans serif fonts such as "Geneva."

## Guidelines

1. Many posters can be designed using a PowerPoint™ slide template.
2. Posters should be well laid out and formatted, visually appealing with the use of color, and present a professional image. Do not laminate the poster because of potential glare from overhead lights.

3. Keep in mind that your information must be concise; focus on summarizing the information of your presentation.
4. Select the most notable aspects of your research because not all the information can be presented. For presentations on research, usually the Results and Discussion sections are the emphasis of the poster presentation. Next in emphasis would usually be the Conclusion, Methodology, Abstract, and Literature Review.
5. Because this is a formal and professional presentation, posters **should not** contain arts and craft items such as glitter, handwritten or hand-colored items, pictures cut out of a magazine, and so forth.
6. Leave about 4 to 8 inches between the columns of your poster.
7. Ideally you should **stand** near the last column (i.e., near your folder) so that readers can ask you a question after viewing all the poster sections.
8. 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.
9. Arrange your material in columns that can be read **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.
10. **Don't** 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.
11. Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use colored backgrounds to delineate sections
12. Consider **uploading** a handout to the OASIS website for attendee access. This does not necessarily need to be your poster file. It can be supplemental material including resources, references, literature on your topic, etc. ( See the Presenter handbook for more information about session handouts)

## Planning Sections of the Poster Board

### Title

- As a general guideline, the title should be no more than 10 words. The title should be a label, not a sentence.
- Place author names under the title; don't forget to include the appropriate credentials after the names. Include the sponsoring institution or worksite under the presenters' names.
- Center both the title and the names at the top of the poster.

- The title should be readable from a distance of 20 feet, be bold and dark, and be in a non-serif or almost-non-serif font (i.e., Arial, Comic Sans, Berlin Sans, Tahoma). Reasonable font sizes might range from 135 point to 210 point.
- Author names should be readable from a distance of 10 feet and be in a bold and dark font in non-serif or almost-non-serif fonts. Reasonable font sizes might 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 might 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 might range from 24 point to 36 point.
- Use double-or 1 1/2-spacing (in MSWord, hit the “Control” key + the number “2” key for double-spacing or “Control” + “5” for 1 1/2spacing).

#### Abstract

- Be sure to include the following: Objective–Statement of the Problem or Research Question(s), Brief 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

- Should comprise majority of poster. Although often one of the shorter portions of a written paper, it is the major portion of a well-designed poster.
- Include main findings.
- Report factual data 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

- Include summary of findings and implications.
- Identify future lines of inquiries or research.

***As a reminder - presenters are responsible for obtaining permission to use copyrighted material.***

## **Accessibility Guidelines**

Poster presenters should consider all possible audience participants when creating the poster, including those who are blind or have low vision, those who are deaf or hard of hearing, and those with mobility or physical challenges.

- Keep push pins off the floor; they can puncture wheelchair and scooter tires
- Offer to describe your poster to attendees who are blind or have low vision
- If you have access to a laptop computer with voice output software, prepare a brief description of your poster for listeners who are blind or have low vision
- Consider modifying your poster font and layout to make it accessible to attendees with low vision. Read "[Guidelines for Creating Accessible Printed Posters](#)" [, 935KB] for information on modification techniques
- If your poster includes video of any kind, you must have captions available for that video

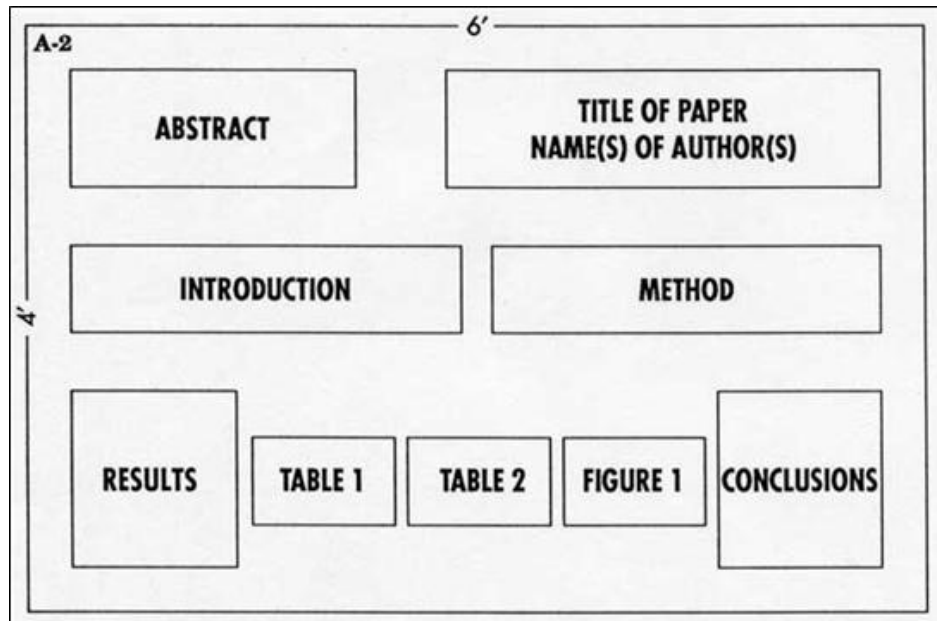
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## **Continuing Education**

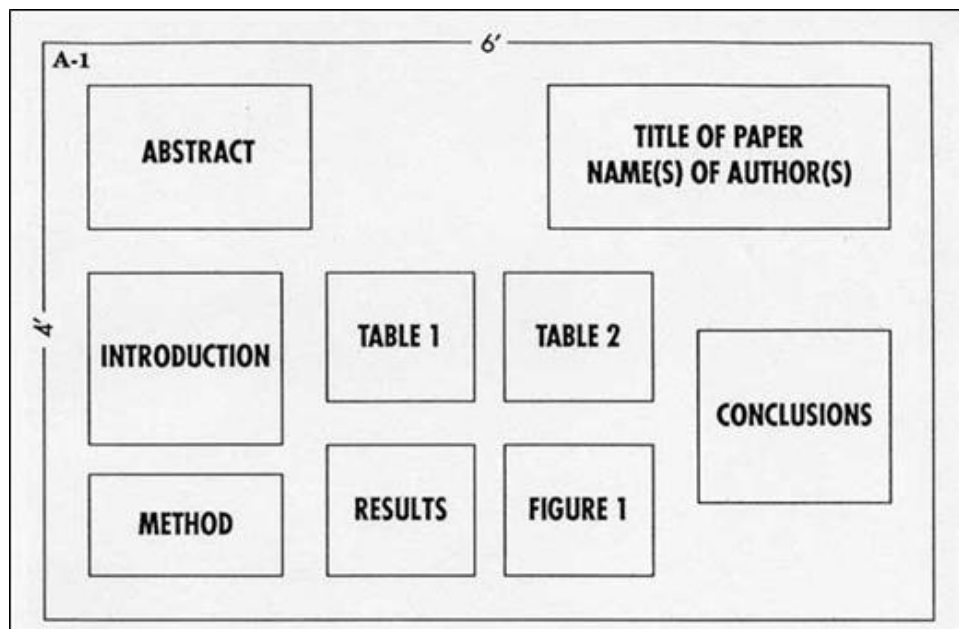
- Attendees can receive up to 2 contact hours per Poster Session. Each poster visited accounts for 12 minutes (0.2 contact hours).
- Poster presenters will receive a CE letter via e-mail after conference. The e-mail is sent to the primary presenter, who is then responsible for forwarding a copy to co-presenters.

## Poster Board Layout Examples

### Poster Example 1



### Poster Example 2



Poster Example 3

