

# Abstract Guidelines

## Oral Presentation Guidelines

- The presenting author is expected to discuss his or her scientific research and summarize the data into a comprehensive presentation.
- Presenting authors are required to use PowerPoint slides to accompany their oral presentations.
- Your disclosure should be included within your PowerPoint slides before you beginning your presentation.
- Please ensure your presentation fits within your scheduled time and allow for 2 to 3 minutes of questions and answers.
- The Biography provided for the presenting author during the abstract submission process will be provided to your moderator for introduction purposes.

## Poster Presentation Guidelines

Poster presentations give the authors an opportunity to acquaint conference attendees with the fundamentals of their program, special project, or study analysis quickly and easily. Your poster should be designed to:

1. Catch the viewer's attention
2. Quickly acquaint the viewer with the basics of your subject
3. Make the viewer want to learn more about the topic

In order to hang your poster, you must be registered for the Spring Conference. Please note that presenters must be at their poster boards during their assigned poster date and time. Any posters that are left after the dismantle time will be removed and placed at registration until Friday at 4:30 p.m. After this time, if your poster is not picked up, it will be disposed. **SHEA is not responsible for any posters left on boards after dismantle.**

### How to Prepare Your Poster

- **Poster boards are 4 feet tall x 8 feet wide.** Draw a rough sketch of your poster first. You may find it helpful to use graph paper and small pieces of paper to better visualize where the components of your poster should be placed.
- A number will be assigned to your poster upon mounting. Be sure to include the title of the presentation in large letters, the institution where the work was completed, and the authors' name(s) at the top center of the poster. Place your contact information in the upper-right-hand corner.
- A reproduction of the research proposal placed in the upper-left side of the poster is suggested, as an "Introduction" and "Summary" or "Conclusions" sections for your poster.
- Include any financial disclosures on the lower right hand corner.
- Your material must be readable from a distances of approximately three feet or more.
- Use simple fonts and font sizes that are easy to read; use bold type to ensure legibility.

- Use arrows, numbers, bullet points or other devices to show those who will be viewing your poster the preferred sequence in which your poster should be reviewed.
- Keep your text to a minimum. Your emphasis should be on graphics, charts, graphs and photos. Save what you might put into text for handouts.
- Avoid crowded and cluttered posters; they are difficult to read and are often disregarded. Your poster should stimulate discussion, not give a long presentation.
- When choosing a background, remember that neutral or grayish colors will be easier on the eyes than a bright color. Dark backgrounds will make a dark photo seem brighter, and vice versa. Color photos look best when mounted on a gray backing. Your material must be readable from distances of approximately three feet or more.

### **Mounting Materials**

- You will be provided with thumbtacks or push pins to mount your poster. Velcro will not work with the poster boards.

### **Online Poster Upload**

- Poster presenters are requested to upload a PDF file of their poster to accompany their online abstract information. Further instructions will be sent to presenting authors.

### **Additional Tips**

- Your poster presentation should be educational, scientific and balanced. Be prepared to answer questions or discuss topics that an attendee may have regarding your abstract.
- At least one of the authors must be at the assigned space during the designated time to discuss the work presented.
- Poster handouts are popular and encouraged; however, compilations of abstracts organized by pharmaceutical companies or medical meeting planning firms are not allowed. Place your handouts or extra copies of your abstract in an envelope large enough to accommodate the materials, and post it on the board marked "HANDOUTS."
- Use a mailing tube or portfolio case for transporting your poster to the meeting. Most presenters carry their posters with them, but if you want to ship your materials ahead, you must ship them to yourself in care of the hotel at which you will be staying. It is a good idea to contact the hotel in advance to let them know to expect your shipment.

#### **DO NOT MAIL YOUR POSTER TO SHEA HEADQUARTERS.**

- SHEA does not have any storage available for your portfolio cases.