

## Guidelines for Poster Presentations at the 2018 NACNS Annual Conference

### POSTER SESSIONS

Poster Board Location: Rio Grande Exhibit Hall B

#### **Thursday, March 1, 2018**

Poster Set-Up 10:00 a.m. – 12:00 p.m.  
Poster Viewing 12:00 – 1:45 p.m. (lunch), 3:00 – 3:30 p.m.,  
6:00 – 7:00 p.m. (Presenter to stand at poster board, student poster judging.)

#### **Friday, March 2, 2018**

Poster Viewing 8:00 – 9:00 a.m., 10:15 – 11:00 a.m., 3:15 – 3:45 p.m.  
Poster Dismantle upon conclusion of last viewing at 3:45 p.m.

Presenters are encouraged to be present at their poster during the listed poster viewing times, but **MUST** be present at the Thursday, 6:00 – 7:00 p.m. viewing session.

### GENERAL INFORMATION

Your poster should be self-explanatory. Poster presenters are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but this becomes difficult if you are obliged to devote your time to explaining your poster. Projection equipment, videotape recorders or any other audiovisual equipment will **NOT** be available in the poster session area.

### POSTER PARAMETERS and SET UP of MATERIALS

- Presenters will have **one half of a 4' by 8'** poster board to display their poster. Your poster should be printed 44" x 44" to fit within the allotted area.
- Prepare a label for the top of your poster indicating the title, authors, and affiliations. Lettering should be at least one inch (1") high. Visibility of the title is important, and will help catch the attendee's attention.
- It is best to arrange written materials in columns. Text should supplement graphics – the poster is primarily a visual, rather than a written, presentation. It is helpful to use arrows to indicate the direction in which you intend the poster information to be viewed by the observer.
- An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
- No materials should extend beyond the perimeters of the board (above, below or on the sides).
- Use the board assigned to you and do not move the established location of your poster board. You will receive your poster board assignment when you register on-site at the meeting. Also, you will be able to find the assigned board number of each poster in the conference brochure.
- If there have been any developments or changes to your originally submitted abstract, within the text or in the title or the addition of a member of the research team on your poster presentation, NACNS strongly recommends that copies of a revised abstract be made available to

NACNS at [info@nacns.org](mailto:info@nacns.org) and provide copies of the abstract at your poster for attendees wishing to take an updated copy.

### **ILLUSTRATIONS**

Bear in mind that illustrations will be viewed from a distance of 2' or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold font. (Omit "Fig." Or "Figure" – it is unnecessary and occupies too much space.) Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides and more heavily drawn. Keep everything as clear as possible.

### **MOUNTING AND REMOVING MATERIALS**

- You will be provided with a poster board on which to display your materials.
- Your materials should be on thin poster paper or laminated paper – nothing heavier will stay in position. You will be provided with pushpins or thumbtacks.

### **POSTER BOARD ASSEMBLY RULES AND REGULATIONS - Please read this section, it is very important!**

- **Do not** write or paint on the poster boards, or use double-faced tape, Velcro or any other adhesive type product to mount your poster presentation. The poster boards are NOT the property of NACNS.
- **Do not** leave anything on the floor near or under the poster board once it is set up. This is a safety hazard, and any losses are not the responsibility of NACNS.
- **It is required** that you or a designated representative be available at your poster to answer any questions about your work on Thursday, March 1 from 6:00 – 7:00 p.m.
- Follow the established schedule for set-up and tear down times. Any losses incurred by late tear down are the sole responsibility of the poster presenter.