ANA-ILLINOIS PROFESSIONAL ISSUES CONFERENCE Poster Guidelines

Poster Presentations Sessions are scheduled for

Saturday, November 2nd, 2019 from 11 a.m. to 2:30 p.m.

Presenters must be present for the duration of the poster presentation session to "present" their poster content.

Poster Set-Up:
Any time after 8:00 a.m. (on Saturday, November 2nd)
NO LATER THAN 10:00 a.m.

Poster Presentation:
Between 10:30-3:30 p.m.
Poster Tear-Down:
Any time after 3:15 p.m. (on Saturday, November 2nd)
NO LATER THAN 4:00 PM

If the primary author is not available during the scheduled presentation time, a co-author may present the poster instead. It is **REQUIRED** that a presenter be stationed at the poster for the duration of the poster presentation session

Poster Board Guidelines:

Poster Dimensions:

Poster size may not exceed 3 feet 7 inches [109 cm] across and 3 feet, 6 inches [107 cm] high.

Each board will be numbered on the upper left corner. Be sure you place your presentation on the board number for which you have been assigned. If you do not know your poster assignment number, please contact Joanne Buckley. Note that you will be sharing a poster board with another presenter; there will be two posters displayed per board. Posters not printed according to the specifications above will be removed.

Please provide your own supplies, including pushpins to mount your poster. Handouts are encouraged as is a mechanism (envelope) for collecting contact information of participants wishing to receive more information on your poster.

NOTE: There will NOT be a table underneath the poster board.

Poster Board Design:

- **Title Banner:** Lettering should be at least 3/4 [1.9 cm] to 1 inch [2.5 cm] high (72 pt. bold). The banner should include the author(s) and affiliation(s).
- **Font:** Use a sans serif font such as arial or helvetica in a minimum size of 24 pt. (1/4 inch high). Text, figures and photographs should be readable from a distance of 4 feet.
- **Bullets and Numbering:** Be simple and direct in your poster presentation. Use short phrases and "bulleted" text throughout the poster. Avoid long narrative paragraphs.

Poster Board Layout:

Arrange the poster for logical flow top left to lower right. The panels may be numbered in the order they should be viewed, or you may use chart pak colored tape to guide the viewer.

Poster Board Content:

The poster should include the following elements:

- **Overview:** A succinct summary of the purpose, methods, and results. Use phrases rather than sentences in a simple outline format.
- **Introduction:** A concise statement of the objective and background of the work.
- **Methods:** Describe the apparatus, chemistry, samples, and materials used in detail.
- **Results:** Use graphs, spectra, charts, and pictures with a minimum of text to illustrate results.
- **Conclusions:** Concise statement of the findings indicating future research directions.

NOTE: Poster presentation may not be used as a sales or marketing opportunity. No hardware, books, accessories, or saleable items may be displayed at a poster.