

Guidelines for Preparing ACOP Posters

General Information

A poster session is a presentation of the results of a recent case study, research or area of interest in the field of pediatrics that can be described graphically. Presenters post materials such as photographs, graphs, charts and/or tables on a display board along with textual summaries of their work. Poster sessions provide a timelier forum for exchange than do regular paper presentations by facilitating informal discussions between presenters and their audience. Ideally, a well-constructed poster will be self-explanatory and free you from answering obvious questions so that you are available to supplement and discuss particular points of interest. Successful poster presentations are those which achieve both coverage and clarity.

Coverage

Have you provided all the obvious information? Will a casual observer walk away understanding your major findings after a quick perusal of your material? Will a more careful reader learn enough to ask informed questions? In addition to a title/author label and abstract, most successful posters provide brief statements of introduction, method, subjects, procedure, results and conclusions. Ask yourself, "What would I need to know if I were viewing this material for the first time?" and then state that information clearly.

Clarity

Is the sequence of information evident? Indicate the ordering of your material with numbers, letters or arrows, when necessary. Is the content being communicated clearly? Keep it simple. Place your major points in the poster and save the non-essential, but interesting sidelights for informal discussion. Be selective. Your final conclusions or summary should leave observers focused on a concise statement of your most important findings.

Poster Board

Each poster should be presented on a standard tri-fold foam board. The use of colored foam board is permitted and encouraged to aid in your presentation

Title

Each poster display should include a title, the name(s) of the presenter(s) and institution affiliation. This sign can an addition to the top of the board or can be at the top of the board.

Content

Extensive and imaginative use of captioned illustrations, photographs, graphs or other types of visually appealing material is the point of a poster presentation. Please do not simply mount the text of your paper as a "poster." It will not be effective in this medium. People attending a poster session are free to move about from poster to poster, so presenters should limit the text to four or five pages of double-spaced, 16-20 point text. Lettering needs to be large enough to read from several feet away, so it should be at least 3/8" high in a bold font. A small table in front of your space can be available where you may place handouts, samples or other materials you wish to share. (PLEASE MAKE THE CME COMMITTEE AWARE OF ALL YOUR NEEDS 1 MONTH PRIOR TO THE MEETING). Do not mount illustrations on heavy board because these may be difficult to keep in position on the poster board. Be sure to provide labels for each section of your presentation.

Materials

The ACOP will provide push pins and a small table (UPON REQUEST). Please bring other materials you may need such as a tape, markers or paper clips.

Location and Time

Each poster should be positioned as soon as possible and will remain in place for the duration of the meeting. Please check with the Executive Director for the location of the posters and possible presentation time. [Plan on an exciting interaction with your "audience."](#) Poster sessions are an innovative and challenging way for you to present your data and new ideas and to meet colleagues in a creative setting.

Adopted from the AAA paper on poster presentations 1/2004