

**SMRT FIFTEENTH ANNUAL MEETING – SEATTLE, WASHINGTON
WASHINGTON STATE CONVENTION AND TRADE CENTER-ROOM 4C**

GUIDELINES FOR POSTER PRESENTERS ~ ON-SITE

A poster presentation combines a visual display on a poster board of the highlights of research with a question-and-answer opportunity at a specified time.

Before Your Session:

- **Schedule:** The SMRT Meeting will be held in Room 4C of the Washington State Convention and Trade Center. The SMRT Meeting room will be open beginning Friday, 5 May at 14:00. Your poster must be mounted by 17:00 on Friday, 5 May. The SMRT Fifteenth Annual Meeting Poster Tour and Reception begins at 18.30, Friday, 5 May. Plan to be present at your poster during the entire poster walking tour on Friday evening. Your poster should remain mounted and available for viewing until 18:00 on Sunday, 7 May. It must be removed by 18:30 on Sunday, 7 May. Posters not removed will be discarded. Please note that neither x-ray light boxes nor power outlets will be available

- **Measurements.** Each presenter will be **allotted** a space which measures a maximum of **48” high by 48” wide (1.2m x 1.2m)**. Please note the poster size and be attentive not to exceed these dimensions. Posters exceeding these measurements and extending into areas reserved for other posters will be removed.

- **Mounting.** Posters should be designed and constructed so they can be attached to the poster board with Push Pins (these will be provided by the Society). Push Pins for mounting your poster will be found attached to the poster board assigned to you. Additional Push Pins may be requested at the meeting registration desk.

During Your Session:

- Plan to be available during the SMRT Poster Tour and Reception, Friday, 5 May 18:30 – 20:30 for anyone that would want to discuss your poster. There will be a photo session with you and your poster to be announced at the opening of the Poster Walking Tour.

SUGGESTIONS FOR PREPARING TRADITIONAL POSTERS

Content:

- The poster should show the full title of your abstract.
- Text should be brief and well organized, presenting only enough data to support your conclusions.
- The text should make clear the significance of your research.
- The text should include (most likely as separate elements of the poster) your hypothesis, methods, results, and conclusions.

Design:

- The poster dimensions can be a maximum of 48" x 48" (1.2m x 1.2m) with a vertical or horizontal format. These dimensions are easier to design and view the poster.
- A clear, simple, uncluttered arrangement is the most attractive and the easiest to read.
- The title lettering should be approximately 3" or 8cm high, with authors' names and affiliations in somewhat smaller print.
- All lettering should be legible from a distance of 5' or 1.5m. Font type size should be at least 66 point for the title, 54 pt. for the authors and 32 pt. for the body text. The typeface chosen should be a simple and clear one (e.g., Times New Roman or Helvetica). Whereas titles should be in all upper case letters. The remainder of the text will be easier to read if typed in a combination of capital and lower-case letters.
- Color should be used sparingly, to provide contrast. The featured parts of the poster can be highlighted with warm colors, and the less important parts can be done in cool colors. Some suggestions for color combinations are as follows: Green on white, red on white, black on white, blue on white, white on blue, and white on black.
- Illustrations should be simple and eye-catching, with unnecessary detail left out. If possible, convert tables to graphic displays. Pie graphs can be used to show parts of a whole, line graphs can be used to show trends or changing relationships, and bar graphs can be used to show volumes.
- Photos should be enlarged enough to show relevant detail.
- Standard computer printouts do not work well on posters, because the type is too small and the lines are too thin to be seen from a distance.
- **Patient confidentiality must be protected. No names (or other identifiers, i.e. social security numbers, medical record number, birthdates, etc.) should appear in illustrations.**