

POSTER PRESENTATION GUIDELINES

To communicate the key messages from your abstract effectively, please take the time to read the following guidelines when creating your poster.

PRESENTER CHECKLIST

- Register for Conference
- Submit Title, Objectives, and Primary Presenting/Submitting Author via email to traumaeducation@atlanticare.org by Monday, March 15, 2010
- Poster prepared to correct dimensions (see details below)
- Poster must be free standing or prepared for table top display
(Tables will be supplied and posters should be able to stand independently)

REGISTRATION DETAILS

All presenters are required to register for the Conference. To register please visit www.atlanticare.org/symposium and complete the online registration form, if you have not already done so. All presenters will receive the AtlantiCare employee discount (20%).

GENERAL INFORMATION

- **POSTERS MUST BE EDUCATIONAL** and cannot be a promotion of a product, service or organization.
- All presenters will need to check-in at the registration desk when they first arrive at the Conference to collect their name badge and details of poster exhibition.
- A 6 ft. table with table covering will be provided for display. (NO electric available!)
You need to bring your own poster board, which stands independently upon a regular table for your presentation. A table will be provided. You may place handouts on the table to distribute to interested people. All materials to be displayed should be prepared before you arrive. Supplies will NOT be available at the symposium.
- Categories in which awards will be presented include: **Trauma Care, Critical Care and Emergency Medicine.**
- Awards will be based on the cumulative scores from the score sheets of each judge.
- Each poster will be evaluated by 2 judges.
- The winning poster award (one from each category) will be presented to the primary presenting author **ONLY**. Winner will receive free registration for the 13th Annual 2011 Trauma Symposium.

LOCATION

Poster boards will be located in the exhibition area of the Atlantic City Convention Center, fourth floor. The list of posters and allocated numbers will be available on the message board near the exhibition area. Please be sure to obtain your poster board number upon registration. Do not place your poster in an alternate location.

POSTER PRESENTATION INFORMATION AND DETAILS

Date: Monday, May 10, 2010

Set-up: 9:00 a.m. to 11:00 a.m.

Presentation/Judging: 12:00 to 1:00 p.m.

Awards: 1:00 p.m.

Your poster will be up for the duration of the Conference. All authors are required to be near their posters during the presentation/judging time (12:00-1:00 p.m.). At the duration, the winning primary presenting author(s) in each category will be announced. Poster authors must be in attendance at the time of awards.

In order to set-up your poster, it will be necessary to collect your badge first – this is in order to gain access to the Conference areas.

PREPARATION OF POSTERS

The poster should be a visual presentation of your submitted abstract. Posters should follow APA guidelines.

RECOMMENDATIONS TYPE OF TEXT SIZE OF CHARACTERS CASE / STYLE GENERAL ADVICE

LETTERING: The poster should be easily readable at a distance of three (3) feet. All lettering should be at least 3/8 inches high, preferably in a bold font, or if hand-lettered, written with a regular felt-tip pen (not fine-point). Be sure to provide clear labels for each section of your presentation.

TITLE: 100 point maximum Title Case / **Bold**. At the top of the poster include the title of the presentation, the name of the authors and the contact details for the corresponding author.

HEADINGS: 48 point is suggested 60 point maximum, Title Case Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.

CONTENT: 24-28 point, 32 maximum, Single spaced, Upper and Lower Case. Avoid using mixtures of type/font styles. The text should be brief throughout. Any description of methods should be simple and concise.

DECLARATION OF INTEREST: All financial support for the work and collaboration must be acknowledged as part of the presentation.

TITLE

The title should be the same as in the submitted abstract.

CONTACT INFORMATION

Name, organization, complete mailing address, telephone number, e-mail address of the corresponding author and the affiliations of all other authors should appear on the poster.

JUDGING CRITERIA

Poster presentation will be evaluated on a scale of 1 to 5 based on the following:

- Quality and relevance of your abstract.
- Content – the purpose of your research should be included and explain the reason it is scientifically interesting, and tell why you predicted your expected results. You should describe the methods you used in the investigation, and report detailed, quantitative results, which you then interpret in relation to your scientific area and your initial expectations.
- Organization and clarity of poster (clear hypothesis; precise explanation of the research)
- Delivery – Flow of presentation should be clear, practiced and effective, with well-designed, legible visuals supporting and illuminating your points.

GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and color. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

*We wish poster presenters all the best with their presentation.
For further details or assistance, please contact traumaeducation@atlanticare.org.*



Sample Display