



**Clinical Osteoporosis 2010: An ISCD-NOF Symposium**  
**March 10-13, 2010 • San Antonio, Texas**

**POSTER SESSION GUIDELINES**

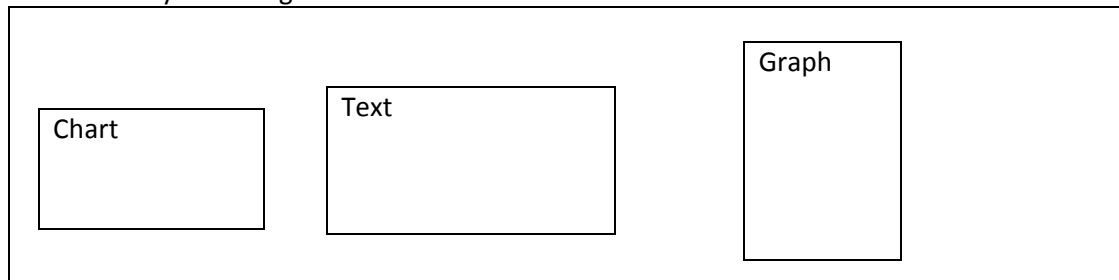
General information:

The Poster session is a graphic presentation of authors' work. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. Complete papers should not be posted. The authors will hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of the one and one half hour session. If handouts are distributed, bring approximately 50 copies.

Preparing your poster board:

- A poster board, measuring 4 feet high by 8 feet wide, will be provided for each abstract presentation.
- Push pins will be available on-site for mounting the display.
- The author should prepare all materials in advance. Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 1 inch high. Bring all illustrations needed—figures, tables, color photographs and charts. It may be helpful to consult an artist about the display. The material should be well labeled and legible from a distance of 2 yards. Lettering should be bold. If you will be posting typed material, use a large font size (22 to 24 point font) on off white, very pale yellow or cream-colored non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Simple serif fonts such as "Time New Roman" are easier to read than sans (without) serif fonts such as "Geneva". A suggested arrangement of a poster board is illustrated below.

8 feet wide by 4 feet high



**Poster Presentation Checklist & Guidelines**

Poster Presentations should include the following:

- A title listing the authors and their affiliations;
- Headings for each poster section;
- A copy of the abstract. Any abbreviations used should be identified in the abstract;

- A brief introduction, which states the problem that you are addressing as well as some background on the issue;
- The results, tables, and graphs should include explanatory captions;
- A discussion section;
- A summary;
- A conclusion;
- A reference list, if applicable; and
- Acknowledgements.

#### **Poster Layout:**

- Generally, poster print needs to be readable from three feet;
- Poster size should be 4 x 8 feet or less.
- The most important data should be at eye level;
- The poster should flow either vertically or horizontally;
- The different sections should be physically distinct from each other and labeled with headings;
- Certain fonts are more readable than others, e.g., Arial is more readable than Times New Roman;
- The print size needs to be 30 point or larger for the title;
- The abstract print size should be no smaller than 22 point;
- Different print sizes may be used in different sections of the poster text to emphasize certain points;
- Color graphics should provide enough contrast to be well seen at three feet. A blue background with yellow text works well for both slides and prints; and
- Dark colors work well. Bright colors, like red, work well if the exposed margin is small. Pastels tend to appear washed out.

#### **Make your case presentation more interesting by:**

- Identifying what is unique about this case in particular; and
- Putting together a case series using the literature.

#### **Proofing:**

- Have someone familiar with the poster content check your poster for errors;
- Have someone check the poster for spelling and grammar errors; and
- Have someone listen to your presentation. (This should help you identify problems in the flow of the presentation, clarity and effectiveness.)

#### **Presentation Tips:**

- Make sure that your poster will fit on the board space provided;
- Because they are so long, titles do not need to be mounted. They may be rolled up for transport;
- Make sure that you will be able to get your title displayed at the top of the display board;
- Make sure that your poster is both set up and taken down at the prescribed time; and
- Be sure to stand by your poster at the prescribed times, making sure that your nametag is visible.

#### **What should I have on hand at the poster session?**

- Copies of the abstract, references;
- Scrap paper and pens for jotting down names and comments from those who view your poster; and
- Business cards to hand out should one be requested.