



## Poster Presentation Checklist

### **What is a Poster Presentation?**

Poster Presentations are held on **Thursday and Saturday** in the **Poster Hall** at PHM 2024. Each poster stays on display for an entire day, as assigned. **Poster presentation times are 6:00 – 7:00 pm on Thursday and 12:15 – 1:15 pm on Saturday.** Poster Presenters must be available at their posters during the assigned presentation date and time. The date, time, and location of your poster presentation was shared with you via email from [info@academicpeds.org](mailto:info@academicpeds.org).

**Poster Presenters must register to attend PHM Annual Meeting 2024 to participate in the meeting.** [Click here to register today.](#) *Important note: Abstracts are subject to withdraw if presenting author does not register.*

**If you are no longer planning to present at PHM 2024, please send us an email as soon as possible.**

### **How to Format Your Poster:**

- ✓ Size: Posters should be no larger than 7' (L) x 3' (H) as the boards are 8' x 4'.
- ✓ In the upper left-hand corner of your poster:
  - Clearly note your assigned presentation date
  - Final poster numbers will be published on the PHM website by July 15th
- ✓ Centered at the top of your poster:
  - Author name(s) and institution
- ✓ In the upper right-hand corner of your poster, place
  - Your Institution
  - Phone Number
  - Email Address
- ✓ On main area of the poster, include a reproduction of your abstract or conundrum with the following headings (which should be in 40 pt font):
  - Introduction
  - Methods
  - Results
  - Conclusions
  - References
  - Discussion (optional)
- ✓ Important Notes: Commercial, product, and corporate logos must NOT be placed on posters or poster boards, however, institutional logos are permitted. Please be sure to communicate this policy if the poster is being designed and printed for you by someone else.

### General Guidelines:

- Posters should stimulate discussion; do not give a long presentation
- Keep text to a minimum – use bullets, they're easier to read
- Emphasize graphics
- Limit abbreviations and unnecessary text; balance text and figures
- Spellcheck your work!
- Utilize handouts to supplement your poster
- Materials must be easily read at a distance of 4 feet
- Avoid handwriting text
- Use 14pt or larger double-spaced text; recommended fonts are Arial, Calibri, Century Gothic, Geneva, and Helvetica (San serif fonts)
- Use clear fonts and contrasting colors
- When choosing a background, remember neutral or grey colors will be easier on the eyes than a bright color. Color photos look best when mounted on grey.
- View these slides for tips on developing an effective poster.
- When presenting:
  - Make eye contact
  - Give attendees a moment to read your science before discussing
  - Make it easy to remember
  - "Sell Your Science" in 10 seconds
  - Know your stuff
  - Network, network, network
  - If you wish to further a discussion away from the Poster, visit Track Hubs in the Exhibit and Poster Hall
  - Have business cards and contact information easily available

### Other Important Information:

- ✓ Make sure to bring a copy of your acceptance letter to gain access to the Poster Hall for set-up. Poster presenters may access the Poster Hall beginning at 9:00am on Thursday after registering and picking up your badge.
- ✓ Remember to bring an electronic copy of your poster (just in case), especially if you are checking your poster on a plane (not recommended) or shipping your poster.
- ✓ Posters must be mounted on your assigned and numbered poster board before 1:00 pm if your poster is part of Thursday's session and before 10:00 am if your poster is part of Saturday's session.
- ✓ **Posters must be hung on the following schedule:**
  - **Thursday session**
    - Can be hung as early as Thursday, August 1 at 9:00 am
    - Must be mounted by 1:00 pm on Thursday, August 1
    - Removed by 2:30 pm on Friday, August 2
  - **Saturday session**
    - Can be hung as early as Friday, August 2 at 3:00 pm
    - Must be mounted by 10:00 am on Saturday, August 3
    - Removed by 10:00 am on Sunday, August 4

**Questions?**

Please e-mail PHM Meetings Staff with any questions at [info@academicpediatrics.org](mailto:info@academicpediatrics.org). **Please be sure to include “PHM” in the subject line or your email may be missed.**

We look forward to seeing you in Minneapolis, MN!

Sincerely,  
PHM 2024 Annual Meeting Staff