

# GUIDELINES FOR PREPARATION OF POSTERS

American College of Allergy, Asthma & Immunology  
November 5-10, 2009  
Miami Beach, FL

As part of ACAAI's expanded efforts to provide quality medical education, we plan to *place your poster on CD-ROM*. Using the latest technology, our contractor, Compro, Inc., will include the entire content of your poster (charts, graphs, images and complete text) on a fully searchable CD-ROM which will be distributed to attendees following the meeting.

In appreciation for your participation in this project, you will receive a complimentary copy of the CD-ROM following the meeting.

Your posters will be formatted using a design that retains the appearance of your original poster in full-screen view. To magnify any individual section, such as the Conclusions, the user will simply click once anywhere on the element, and immediately a magnified view of the selected item fills the screen. Click a second time and the full-poster view reappears. This design was developed to deal with the fact that reduction of a full-size 4' x 8' poster to the size of your computer screen often results in a type size too small to read easily.

Within the next two weeks, you will receive an informational e-mail providing complete instructions. *If you do not receive your e-mail by September 21<sup>st</sup>, please contact Dianne Kubis at [diannekubis@acaai.org](mailto:diannekubis@acaai.org)*

Please note that there is no cost to you for having your poster reproduced on the CD-ROM.

## SUBMITTING YOUR POSTER FOR PLACEMENT ON CD-ROM

Your poster may be submitted electronically before the meeting and after the meeting up to Nov. 20. The e-mail you will receive in early September will include a "hot link" that will take you directly to a website where you can upload your file.

To submit your poster, you may use any software, including:

- Microsoft PowerPoint, or any other presentation software, formatted page to page, with one element per page, or composed with all elements on a single page, proportional in size to your full 4' x 8' poster.
- Microsoft Word, or any other word processing program.
- QuarkXPress, PageMaker, or InDesign. (Please convert these to DF format, if possible. Otherwise, send such artwork as charts & graphs, and fonts as well).

You may upload or e-mail your poster anytime after receiving the electronic message describing the submission process, through to the end of the first week after the meeting.

If you are not able to upload for any reason, usually because of file size, please contact Compro at (646) 248-3332 to work out a solution. If it turns out the electronic transmission is not possible, Compro will suggest bringing your file to the meeting on flash drive, CD, or other media, and arrange to meet you at the Poster Reproduction Center, noted below.

The Poster Reproduction Center will be open as follows:

**Miami Beach Convention Center – Room B32**

**7:00 am to 9:00 pm, Friday, Nov. 6**

**and**

**7:00 - 9:00 am, Saturday, Nov. 7**

**Posters must be set-up in Exhibit Hall B no later than 9:00 am, Saturday, November 7.**

**DESIGNING YOUR POSTER**

(See additional information on Poster Design below)

In designing your poster, you can format page to page, if you are using individual sheets. Alternatively, you can organize all elements on a single page (proportional in size to your full 4' x 8' poster board), if you plan to use a full-size Photostat. Please do not “jump” text from one page or element to the next. If at all possible, complete your discussion of the topic within the space of a single page or element and start the next page with a new page or element or sub-topic header. Please use single space - do not double-space.

**GENERAL INFORMATION**

**Set-Up Time** – Posters must be set-up between 7:00 am - 5:00 pm, Friday, Nov. 6 and 7:00 - 9:00 am, Saturday, Nov. 7, in the Miami Beach Convention Center, Exhibit Hall B. Poster board number must correspond to the poster number assigned to you.

**Display Times** –Your poster will be on display all day Saturday and until 1:00 pm, Sunday to provide all registrants an opportunity to view the entire 2009 collection of ACAAI posters. **You must remove your poster by 3:00 pm, Sunday.** Posters remaining on display after 3:00 pm will be dismantled and disposed.

**Scheduled Poster Sessions** – You are expected to be in attendance at your poster during the Poster Sessions scheduled from **12:30 noon to 1:30 pm, Saturday** and **12:00 noon - 1:00 pm, Sunday**, to explain your poster and respond to questions from your colleagues.

**Preparation of Posters** – The poster surface area is 3’10” high and 7’10” wide (poster board is 4’ x 8’). Do not exceed the size of the poster board. Prepare a heading to appear across the top of the board listing your poster number, title and authors. Keep the board heading within an area of 7” down from the top. You may use the entire width of the board. The lettering of this section should not be less than one inch high. A copy of your abstract, typed in large type, should be posted in the upper left-hand corner of the board.

### **Tips on Making Posters**

#### *If you are using individual sheets:*

Make your poster in several small sections for easier transport and placement on the board. Do not mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board. Stick to standard paper sizes, such as 5” x 7”, 8 1/2” x 11”, 11” x 14”, etc.

#### *For posters using either individual sheets or full-size Photostats:*

1. Keep text and legends short.
2. All material must be readable from distances of three feet or more. You are strongly encouraged to use type at least 1/4” high (32 pt. type), using **bold** type to ensure legibility. Make all text dark (preferably block style) on a very light, preferably white, background. **Please do not use a dark-colored background for your type.** The paper used for your poster should have a flat finish, not shiny or glossy.

An example of the suggested type size is as follows:

**This is an example of 1/4” type**  
(32 pt type)

Smaller type, especially standard typewriter size print, it will be extremely difficult to read at distances of 3 feet or more.

3. It is not necessary to use expensive media services to develop an effective poster. A high-quality poster can be prepared using standard desk-top publishing or presentation software, such as Quark Xpress or PowerPoint. Remember that it is of paramount importance that you enlarge the type to the proper size.
4. Keep your presentation concise and the number of pieces to a minimum. Charts, drawings and illustrations should be similar to those you would otherwise use in making slides and, if anything, cruder and more heavily drawn. Keep everything as simple as possible; avoid “artsy” or overly ornate presentations – block lettering can be useful here to add emphasis and clarity. If photographs are used, try to have them processed with a matte or dull finish. Captions should be brief; labels few but clear.

5. It helps the viewer a great deal if you can indicate (by numbers, letters, or arrows) a preferred sequence that might be followed in studying your material.
6. Your poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by inquiry during the poster session. The poster session potentially provides a more intimate forum for informal discussion than the regular presentations, but this becomes more difficult if you are obliged to devote most of your time to merely explaining your poster.
7. Use push pins or male velcro to attach material. Do not use glue, tape, or staples. An ample supply of push pins will be available at the convention registration desk.
8. It is suggested that you include on your poster a name, address, and phone number (or distribute business cards) in case someone wants additional information.

Do not write or paint on poster boards.

**Projection equipment and electrical outlets will not be provided in the poster session area.**

If you have any questions concerning your presentation, please call Dianne Kubis at (847) 427-1200 or email: [diannekubis@acaai.org](mailto:diannekubis@acaai.org).

**Summary – Most Important:**

Use large print ¼” size or more.  
Standard sheet sizes.  
No dark backgrounds.  
No high-gloss photos or illustrations.  
Use push pins to attach.  
Keep heading within 7” of top.  
Post a copy of your abstract at upper left corner.  
Include your abstract number, title and name(s) of author(s).

**REMEMBER:**

Bring an electronic file of your poster on CD or flash drive to Room B32 if you wish to drop it off at the meeting. The electronic files of your poster can be uploaded via the Compro website or sent by e-mail through Nov. 20, 2009.

