

MSPS Poster Preparation/Presentation Guidelines

Thank you for presenting a poster at the MSPS meeting. Since we have presenters at all stages of training and the posters will be judged, we have prepared this guideline to assist those who may not have extensive poster preparation and presentation experience.

Poster Preparation

A poster should be:

- legible from a distance of approximately 3-5 feet away. Font sizes of 24-28 point are recommended.
- self-explanatory.
- **no larger than 45 x 60 inches.**

Please note that pushpins will be available to hang your poster.

At the top of your poster, you **MUST** show:

- the title of the communication.
- the names and initials of the authors.
- the name(s) of institution and short address.

Elements: While there are no required elements to a poster, effective scientific posters generally include:

- Abstract
- Introduction
- Hypothesis
- Approach/Material/Methods
- Results
- Conclusions
- Acknowledgments

Plan your poster carefully. Aim to achieve clarity and simplicity of presentation.

- Focus on the key points. Do not try to include too much information.
- What is best shown in words?
- What is best shown as a picture or diagram?
- What is best shown as a graph and what is best shown as a table?
- What headings and sub-headings do you need?
- How can you best emphasize the main points you want to make?

Layout

Initially on a large piece of paper or in your preferred drawing program

- indicate text by horizontal lines or use place holders in the drawing program
- draw rough graphs and tables or use place holders in the drawing program
- attempt different configurations of your layout. This will give you a good idea of proportions and balance.

Once you feel the layout is good, fill in the details for text and figures. Then print out a draft on 11 x 17 paper or larger paper so as to be legible and **ask associates for feedback**, focusing on the following questions:

- Are there spelling or grammatical errors?
- Is the message clear?
- Do the important points stand out?

- Is there a good balance between words and illustrations?
- Is the spacing satisfactory?
- Is the layout logical and easy to follow?

Poster Tips

Balance - The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Don't omit necessary text, but keep it brief. The poster should be understandable without oral explanation.

Typography Define abbreviations and acronyms. Avoid jargon. Use a consistent type style throughout. Use large, clear type and enlarge it until you can read it easily from a distance (3-5 feet).

Eye Movement - The movement (pathway) of the eye over the poster should be natural - down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, letters or headings can help clarify the sequence and guide the reader.

Simplicity - Keep it simple! Too much information makes for less communication.

Presentation

- **Practice** guiding people through your poster.
- Focus on the key points.
- Aim to be **clear** and **concise**.
- **Trainees are required to give a 5-minute uninterrupted poster presentation to the judges followed by 5 minutes of questions and answers.**
- Ask for questions or feedback about your work.