## Professional and Student Poster Guidelines

This is an informational guide to aid in the development and delivery of your poster presentation. Any questions related to posters may be directed to AnnualMeetingProgram@DIAglobal.org.

### Poster Overview

Posters (just like infographics) are graphic visual representations of information, data or knowledge intended to present information quickly and clearly. They can improve cognition by utilizing graphics to enhance the human visual system's ability to see patterns and trends. A poster is a mixture of a brief text mixed with tables, graphs, and pictures.

### Poster Design

#### *Size and Layout*

Presenters must prepare a poster to fit a usable space of 7.5ft (L) x 3.5ft (H). Poster boards are 8ft (L) x 4ft (H). All posters must be horizontal.  Below is a suggested arrangement for poster layout.
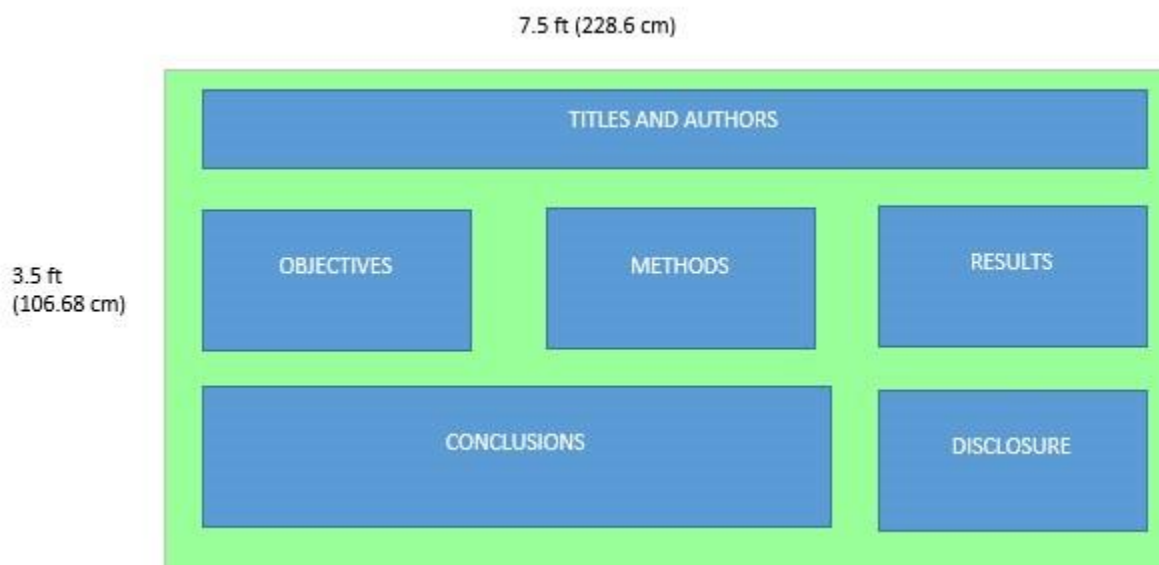
*Text*

- Important information (i.e., abstract title) should be readable from approximately 10 feet away.
- Word count should be between 300 to 800 words.
  - Text should be clear and concise.
- Use of bullets, numbering, and headlines make text easy to read.

*Graphics*

- Neutral or gray colors work best for poster backgrounds.
- Use bright colors that are easily readable.
- Avoid using multiple different font colors and styles.
- Images should be printed at a resolution of at least 120 pixels per inch (ppi).
  - Reminder that images that look good online may not be high enough resolution to look good in print at the size you want them to be.

*Resources*

There are many online design templates - both free and low-cost! Below are a few of our recommended resources.

**Canva:** With over 2 million icons, illustrations, and stock photos, you'll be sure to find something you can use! Free templates are available to help you get started and try out the platform.

**PowerPoint:** For those wary of new technology, PowerPoint offers custom shapes and SmartArt to guide your design.

## Poster Disclosures

- All poster presentations must be noncommercial and scientific in nature. Poster presentations may not be used as a marketing opportunity.
- Any mention of drug products must be limited to generic names, and not include logos or brand names in any area of the poster, including poster titles and handouts.
- Presenters must include author disclosures on the poster.

  Example: Author(s) of this presentation have the following to disclose concerning possible financial or personal relationships with commercial entities that may have a direct or indirect interest in the subject matter of this presentation:

  John Doe: Nothing to disclose
  Jane Brown: Consultant – Apex Pharmaceuticals
  Carl Jones: Nothing to disclose
  Michael Smith: Member – ABC Speaker's Bureau

## On-Site Expectations

Posters are in McCormick West, Level 3, adjacent to the Exhibit Hall Entrance F2. Poster presenters **must** pick up their name badge and poster presenter ribbon at Speaker Registration before setting up their poster.

Posters should be mounted on the assigned poster board during the set-up hours. Posters remain on the boards for the full day assigned. Posters must be removed at the end of your scheduled day. Any posters that are not removed are not the responsibility of DIA or the Convention Center and will be discarded.

**Note:** See below for poster set-up, removal, and presentation times. Refer to your notification letter for your specific presentation time.

DIA will provide the following for poster presentations:

- Freestanding 8ft (L) x 4ft (H) poster board
- One chair
- Push pins

Suggested items to bring:

- Presenters are encouraged to prepare 25 copies of their poster and/or abstract for attendee distribution at the meeting.
- Business cards for distribution and for networking opportunities.

### Shipping
The presenter must organize shipping arrangements if needed. DIA will be unable to ship or store any material. DO NOT SHIP YOUR POSTER TO THE CONVENTION CENTER.

### Poster PDF Upload | Deadline: June 9
Poster presenters are requested to upload a PDF of their poster no later than June 9. The PDF will be available to registered meeting participants until December 31, 2022. To upload your poster PDF, please do the following:

1. Go to Speakers Corner on the DIA 2022 webpage. Visit here.
2. On the left navigation, click on "Upload Presentation"
3. You will need your current DIA username and password to access this website. If you do not know or have forgotten your username and/or password, Click here. Please do not create a new user ID or password, as this new data will not be in sync with the current program in development and you will not be able to access Epac to upload your presentation.

Please note, if you have **not** provided your Speaker Disclosure or Speaker Authorization for Use of Presentation Materials, you will be requested to do so upon logging in. Once completed, you will be able to access Epac via the My Responsibilities Page by clicking on Upload Presentation(s) located on the left navigation.

### Poster Hours

<u>Poster Session I | Monday, June 20</u>
Note: Poster viewing hours are 9:00am – 4:30pm.

**Poster Presentation:** 12:00pm – 1:15pm

*Poster authors are expected to be at their poster during these times.*

**Set-Up:** 7:30am – 8:30am
**Removal:** 4:30pm – 5:00pm

Poster Session II | Tuesday, June 21
Note: Poster viewing hours are 9:00am – 4:30pm.

**Poster Presentation**: 12:00pm – 1:15pm
*Poster authors are expected to be at their poster during these times.*

**Set-Up:** 7:30am – 8:30am
**Removal:** 4:30pm – 5:00pm

Posters must be displayed on your assigned date only and remain on the board until the end of the day.