

TPHA Poster Presentation Guidelines – 2016

PRESENTATION DETAILS:

Outstanding Poster Presentation Award

- There will be five finalists and one award for Outstanding Poster Presentation.
- Specific scoring criteria used to identify posters finalists include: Originality; Science; Implications for program, policy and/or practice; Clarity; and Presentation.

Design and layout specifications (*CHANGE)

- Marriott staff will set up the poster presentation display board and stands with the dimensions (***4 feet in length by 4 feet in height-diagram last page**) on Tuesday evening. Due to space limitations the 4 feet by 4 feet size is the most that can be accommodated at this time. If this presents a hardship please contact paul.petersen@tn.gov.
- Each poster stand will be numbered and this will correspond to the order they are listed in the conference brochure.
- Posters will be set up in the Main Hallway (Lobby level). Please look for your poster number within the conference brochure and ensure your poster number matches up with the appropriate enumerated display stand.
- The poster mounting **WILL BE YOUR RESPONSIBILITY**. The poster display board and stand will be provided this year. That means all you will need to bring is push pins to attach your poster. **Absolutely no poster will be taped or tacked to the hotel walls!**
- Posters should be set up and ready for viewing no later than the published time of 10 AM (Central) on Wednesday morning (**9/14/16**). You can set up your poster as early as 8 AM on Wednesday.
- Poster sessions will end at 2 PM CST on Thursday (**9/15/16**). **Please remove your poster at or before 2 PM Thursday.**

Poster Withdrawal

- Withdrawal of an accepted abstract must be made no later than 5 p.m. Central Standard Time on **July 24, 2016** by contacting paul.petersen@tn.gov. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

FORMATTING GUIDANCE:

Lettering Recommendations

- Text should be readable from five feet away. Use a *minimum* font size of 18 points.
- Lettering for the title should be large (at least 70-point font). Use all capital letters for the title.

Visual Recommendations

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, KEEP IT SIMPLE.
- Visuals should be simple and bold. Leave out any unnecessary details.
- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text. Each visual should have a *brief* title.

Text Recommendations

- Please utilize a scientific format in development of poster sections: Background, Objectives, Methods, Results, Conclusion.
- Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that). Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?), (b) explain visuals and direct viewer's attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.
- Cite and reference any sources of information other than your own, just as you would do with a research paper. Ask your professor about the particular citation system that you should use (every discipline uses slightly different styles). The "References Cited" is placed at the end of the poster.

Miscellaneous Suggestions

- SIMPLICITY IS THE KEY. Keep to the point, and don't try to cover too many things. Present only enough data to support your conclusions.
- When you begin to make your poster, first create a list of the visuals that you would use if you were describing your project with *only the visuals*. Write the text *after* you have created the list of visuals.
- Before the poster session, rehearse a brief summary of your project. Many viewers will be in a hurry and will want a quick "guided tour" of your poster. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.

- **Suggestion:** Print handouts or small 8 x 11 inch copies of your presentation, so interested conference attendees can bring your presentation home with them for further review. Bring some type of sleeve (plastic, plexiglass, etc.) to hold these documents. The poster board vendor will provide double sided Velcro so you can affixed your sleeve to the actual board.

Poster presentation display board stand dimensions:

