ONSITE CHECK-IN POLICIES

The presenter(s) must be registered for conference. No honoraria, registration, or payment of expenses is provided to poster presenters. If you are only coming to CSM to present your poster, you will need to purchase an Exhibit Hall Only pass available onsite. Please note that any guests you wish to bring to your poster presentation must purchase an Exhibit Hall Only pass available at conference registration to gain entrance into the Exhibit Hall. Also, children under the age of 16 are not permitted in the Exhibit hall at any time. The Exhibit Hall is not always open during Set-Up time. A conference badge with a Presenter ribbon is REQUIRED during these times. These ribbons are available ONLY at poster check-in.

After stopping by conference registration, poster presenters should then proceed to poster check-in (exact locations to be shared closer to the conference). Presenters should have their poster before coming to the poster check-in. Poster Presenter Ribbons will only be provided to presenters in attendance at CSM 2020. They will NOT be provided for authors NOT in attendance at CSM.

Upon receiving your presenter ribbon at poster check-in, go immediately to the poster area in the Exhibit Hall and set up your poster at the poster (bulletin) board that corresponds to your poster number. If someone has set up their poster at your poster board, do NOT use another poster board. Carefully take down their poster and lay it under the board where it was originally posted. Set up your poster at the CORRECT poster board, and then notify staff at poster check-in.

The presenting author must be at the poster board during the assigned time. Presenters should post a message on their board if they are absent for an extended period of time during their assigned poster session.

Please adhere to the set up and take down times in respect to your colleagues who also need to display their posters. Posters that are remaining after 3:00 pm will be removed and discarded. APTA cannot be responsible for storing or hanging posters for poster presenters (no posters or containers may be left at check-in).

Information for poster presenters can be found at: www.apta.org/CSM | www.apta.org/CSM/posterpresenter

POSTER FORMATTING INFORMATION

Poster presenters are responsible for printing and bringing their poster based on the guidelines below. APTA will provide push-pins. Electrical outlets and audiovisual equipment are not available in the poster area.

Your poster was selected on the basis of the abstract you submitted. Your poster should be an expansion of, not a departure from, the content of the abstract. Required elements for all posters:

- Include the title, name(s) and institutional affiliation(s) of the author(s), and the name and location of the institution or facility at which the work was performed (font should be at least 1 inch high). It's also helpful to include an email address for anyone who wants to contact you about your poster outside of presentation time.
- Use charts, graphs, diagrams, or photographs
- Minimize words
- Keep it organized and match the presentation to the flow of the poster
- Place your most significant findings at eye level
- Print size should allow the poster to be read from a distance of six (6) feet
- Use color and keep it visually stimulating
- Avoid reflective, plastic-coated paper
- Provide information on all topics included in the abstract
Poster Size:
◇ 4 ft high by 8 ft wide (Maximum)
◇ No material may protrude beyond dimensions of the poster board.

Handouts:
◇ In an effort to be green, please do not provide handout materials. If imperative, the only handouts permitted are EXACT copies of the abstract or poster.
◇ NO advertisement of service or product may be advertised.
◇ All abstracts accepted for presentation are available under the CSM 2017: Abstract Viewer link at www.apta.org/CSM. Please direct interested attendees to view your abstract there.

Readability:
◇ Print size should allow poster to be read from a distance of six (6) feet.
◇ Select fonts like these:
  Arial  Helvetica  Trebuchet MS  Univers
◇ Don't use fonts like these:
  ALGERIAN  Blackadder ITC  Magneto  Tempus Sans ITC

Mounting:
◇ APTA will supply push pins
◇ APTA will supply the bulletin boards for displaying posters
SUGGESTED GUIDELINES FOR PREPARING EFFECTIVE POSTERS
(adapted from the Society for Neuroscience)

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while leaving the author free to discuss points raised in inquiry. The poster session offers a more intimate forum for discussion than the platform presentation, but discussion becomes difficult if the author is obliged to devote most of the time explaining the poster to a succession of viewers. Remember that the time spent at each poster figure is determined by the viewer, not the author, as in the case of slide presentations. An effective poster is neither a page-by-page printout of a journal paper nor a slide show, but balances figures and text.

Planning and Layout
Poster boards are 8 feed wide and 4 feet high. For effective use of this space, consider organizing illustrations and text using a grid plan. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving systematically along it rather than by zig-zagging back and forth in front of it. Place your most significant findings at eye level immediately below the title bar and the supporting data and/or text in the lower panels.

The increasing availability of 36"- and 54"-wide inkjet printers and page-layout software permits economical production of effective and attractive posters on a single sheet that can be transported to the meeting either in a poster tube or carefully folded (accordion-style in the long dimension, then once in the short dimension) to fit in a carry-on suitcase. Use line borders to separate areas. Avoid reflective, plastic-coated paper. For PowerPoint generated or single panel posters, sizing your poster slightly smaller than the board size to facilitate spacing your poster on the board.

For conventional multi-panel posters, five columns can be formed using poster elements printed on 11"-wide paper (or 29-30-cm wide A4 or B5 paper) with suitable spacing or borders. Materials may be mounted on colored poster board. You may want to group logically consistent sections or columns of the poster on backgrounds of the same color. Background colors should be muted; shades of gray are also effective.

Title
Prepare a banner for the top of the poster indicating the abstract title, author(s), and affiliation(s). Lettering should be at least 1 inch high.

Illustrations
Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Color can be effective if used sparingly; use saturated dark colors on white or pale backgrounds and rich, light colors on dark backgrounds. Although each figure should illustrate no more than one or two major points, figures need not be simple. The main points should be clear without extended viewing, but detail can be included for the aficionado.

The sequence of illustrations should be indicated with numbers or letters at least 1 inch high. (Omit "Fig." or "Figure"; it is unnecessary and occupies too much space.)

Text
Each figure or table should have a heading of one or two lines in very large type stating the "take-home" message. Additional essential information should be provided below in a legend set in 16 point or larger type.

Minimize narrative. Text that would normally appear in the body (Results and Discussion) of a manuscript can be integrated in figure legends. It should describe concisely the content of the figure and the conclusions that are derived. Details of methodology should be brief and should be placed at the end of each legend.

Use large type in short, separated paragraphs with unjustified (ragged right) margins. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in all capitals or boldface type. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type. It is rarely necessary to post a copy of the abstract.