

APTA CSM Poster Presenter Frequently Asked Questions



Poster Presenter Routine Post-Submission Questions

When will I hear if my abstract has been accepted?

- You will be notified by email by the end of September.
- If your abstract is accepted, the notification email will contain information regarding your presentation date and available set-up times.

If I need to make changes to my abstract or update my credentials or affiliation, how do I do that?

- Send an email to EventProgram@apta.org and tell us the changes you need to have made for you.

I didn't receive a receipt for my submission. How do I get one?

- You may request a receipt by sending an email to EventProgram@apta.org.

Registration

(Please Note: Children under 18 are not allowed to enter the Exhibit Hall at any time.)

How can I register for the conference?

- Onsite conference registration will be located outside the entrance to the exhibit hall. If you did not receive your badge in the mail prior to the conference, stop at Conference Registration first.
- You must have a conference badge to enter the exhibit hall. Early bird discounts end on Nov. 8. Advanced discounted registration rates end Jan. 10.

If I don't want to purchase the full conference registration, how can I get in to present my poster?

- If you are only coming to APTA CSM to present your poster, you will need to purchase an exhibit hall-only pass (available onsite at conference registration or go to [CSM Registration](#) to purchase in advance).

Presenter Ribbons

Who can be provided with Poster Presenter ribbons?

- Poster Presenter ribbons will be provided only to presenters who attend APTA CSM 2024.
- A conference badge with a Poster Presenter ribbon is required for entrance into the exhibit hall for poster set-up. These ribbons are available only at poster check-in.

After receiving my Poster Presenter ribbon, what is the procedure for setting up my poster?

- Upon receiving your Poster Presenter ribbon at check-in, go to the poster area outside the exhibit hall and set up your poster at the poster board that corresponds to your poster number.

Check-In and Set-Up for Poster Presenters and Guests

Where do I go for onsite poster check-in prior to presenting?

- Onsite poster check-in is outside the entrance to Exhibit Hall A, where posters will be displayed. Please stop at poster check-in to get your ribbon before entering the exhibit hall.

Can I register on-site?

- Yes, and presenters must be registered for the conference to enter the exhibit hall (see Registration above for details).
- After picking up your badge and other materials at conference registration, proceed to poster check-in (outside of the exhibit hall). Please bring your poster to check-in.

If I am coming to CSM to present my poster, or as a guest, what are the procedures for check-in?

- If you are only coming to CSM to present your poster, you will need to purchase an exhibit hall-only pass.
- 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.

Will I be able to setup my poster at any time?

- No, the exhibit hall is not always open, and you need to arrive during your scheduled set-up times. Instructions will be included in the notification email.

Poster Presenter Information

How many presenters can be present at the poster during a presentation?

- Due to space limitations, only two presenters may be at the poster during the presentation. If you have multiple presenters, please switch presenters during the presentation time so that no more than two people are at the poster at once.

What if I am scheduled to present two posters at the same time in different sections?

- If you are presenting two posters at the same time but in different sections, split up your time between your posters.

What is the procedure for disposing of my poster?

- When your presentation time is over, be sure to remove your poster if you would like to keep it. Posters that are not removed by 3 p.m. each day may be discarded. Also, please do not remove the poster number tags! We collect and reuse them.

What if my designated poster board area is occupied by another poster?

- If someone has set up their poster at your poster board, please notify someone at poster check-in.

Is the presenting author allowed to leave their assigned poster session?

- The presenting author must be at the poster board during the assigned time.

Can I leave my poster board at my station after my presentation is finished? Is storage provided for posters?

- Please adhere to the set-up and take-down times out of respect for your colleagues who also need to display their posters.
- Posters that remain up after 3 p.m. will be removed and discarded. APTA is not responsible for storing or hanging posters for poster presenters (no posters or containers may be left at check-in; it is acceptable to leave your containers at your poster board, but APTA is not responsible).

Is there any financial support for travel?

- No, APTA does not provide honoraria, registration, or payment of expenses to poster presenters.

Poster Formatting Information

Where can I learn more about poster presentations and formatting?

- Prior to CSM, go to the [APTA CSM Poster Presenter Information Page](#) and review the Poster Guidelines document, which includes details about onsite check-in policies and poster formatting.

What are the required elements for posters?

- 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:
 - Provide information on all topics included in the abstract.
 - 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.
 - The poster must fit the poster board area of eight feet wide and four feet high.

Can APTA print my poster for me?

- No. Poster presenters are responsible for printing and bringing their poster based on the guidelines below.

What materials are provided for poster setup?

- APTA will provide the bulletin boards and pushpins for displaying your poster.
- Electrical outlets, seating, and audiovisual equipment are not available in the poster area.

Preparing Effective Posters

(Adapted from the Society for Neuroscience.)

How should I organize my poster presentation?

- Your poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while leaving you free to discuss points raised in inquiry.
- The poster session offers an intimate forum for discussion but can be difficult if you are devoting most of your time explaining the poster to a succession of viewers.
- Remember that the viewer, not you, determines how much time is spent at each poster.
- An effective poster is neither a page-by-page printout of a journal paper nor a slide show, but balances figures and text.

How should I organize my poster?

- Provide information on all topics included in the abstract.
- Match your presentation to the flow of the poster.
- Minimize words to be concise and avoid a cluttered look.
- Place your most significant findings at eye level.
- Print size should allow the poster to be read from a distance of six feet; typically, that means letters are at least one inch tall.
 - Accepted fonts: Arial, Helvetica, Trebuchet MS, Univers.
 - Don't use decorative fonts, such as Algerian, Blackadder ITC, Magneto, Times New Roman, Tempus Sans ITC.
- Use color and keep it visually stimulating.

How should I organize the planning and layout of my poster board?

- The poster board is 8 ft wide and 4 ft high; 3 ft x 4 ft is a standard poster size, but you can make your poster larger or smaller.
- For effective use of this space, consider organizing illustrations and text using a grid plan.
- Arrange content in columns rather than rows. It is easier for viewers to scan a poster by moving systematically along it rather than by zigzagging 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.
- Use line borders to separate areas.
- Search "poster presentations" online for many resources on creating an effective poster.

What material should I use for my poster and how can I transport it?

- Cloth posters are a popular choice for printing and are easy to transport.
- Paper posters work well, too, and can be transported in a poster tube or carefully folded to fit in a suitcase.

How should I introduce my poster title, authors, and illustrations?

- Title:
 - Prepare a banner heading for the top of the poster indicating the abstract title, author(s), and affiliation(s). Lettering should be at least one 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 viewer who want to explore the poster further. The sequence of illustrations should be indicated with numbers or letters at least one 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.
 - 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. To save space, omit listing your references on your poster.
 - Use large type in short, separated paragraphs with flush left 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.

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Contact: eventprogram@apta.org