# HOPA AC26 Poster Information and Specifications

**HOPA Annual Conference 2026:**
- HOPA Annual Conference 2026: March 25 - 27, 2026 New Orleans, LA at the New Orleans Convention Center.
- **Poster Sessions will occur on March 26th and 27th.** Exact times will be shared separately.
- **Submission deadline for all accepted final poster files: March 12, 2026 at 11:59 pm CDT**
  - Trainee Top Ten submission deadline is Feb. 2, 2026. If you submit for Trainee Top Ten, you do not need to re-submit a poster after that unless you want to edit it.

**Traditional Printed Posters – Trainee Research Only:**
- All Trainee Research presenters should plan to create a traditional printed poster to be hung on a board.
  - This includes the Trainee Top Ten as well. Trainee Top Ten will also create e-Posters (see e-Posters section below). **If applying Trainee Top Ten consideration, the submission deadline is Feb. 2, 2026.**
- Presenters are responsible for printing, transporting, hanging and taking down their own posters. HOPA is not responsible for any missing or damaged posters.
- *HOPA would prefer to have posters up for the duration of the Exhibit Hall.*
  - Posters can be hung as soon as the Exhibit Hall opens on Wednesday afternoon and stay up until the Exhibit Hall closes on Friday after lunch. Any posters left behind when the Exhibit Hall closes Friday afternoon, will be disposed of.
- Poster display boards will be 4 feet high x 8 feet long (48" x 96"), landscape format
- Maximum poster size should be **4 feet high x 8 feet wide (48" x 96"), landscape** format, single page. You can set this by going to the "Design" tab in ppt, then "Slide Size" on the right.
- Your final poster should be submitted to HOPA as a PDF file via the online presenter portal for display in the online conference materials. See file naming conventions below.
  - Save your PowerPoint as a PDF: "File > Save as" or "File > Print > as .PDF" option.
  - Find more poster tutorials at https://support.scigentech.com/support-center/.

**e-Posters – Completed Research, Late Breaking Research and Trainee Top Ten Research:**
- E-Poster refers to an electronic poster presentation format. e-Posters will be reserved for Completed, Late-Breaking and Trainee Top Ten Research posters. (Trainee Top Ten should still also print a poster for hanging on a traditional poster board)
- Use PowerPoint, and set the dimensions of your slide to: **73 cm (28.5 in) high x 140 cm (55 in) wide, landscape orientation,** single page,
- Your final poster should be submitted as a PDF file. See file naming conventions below.
  - Save your PowerPoint as a PDF and JPEG:
    - "File > Save as PDF" or "File > Print > as .PDF"

**File Naming Convention:**
- Poster numbers will be assigned and shared in February 2026
- When submitting your poster files, please use the following file naming convention: **PosterNumber_LastName (i.e. TR01_Smith)**

**Poster Organization:**

- Title – Large lettering, use exactly the same title as on the abstract
- Authors – List all authors, their place of work (institution/affiliation), town or city, and country
- Introduction – A brief introduction to the study and a clear background; this should introduce the topic to those who are not as familiar with the area
- Objectives – Clear measurable objectives of the study should be described
- Methods – Briefly outline key methodology, data gathering, or any experimental work
- Results – Present main results, ideally as figures, graphs, or tables; these must be easily understood. If results are not completed, include statement similar to "Results pending".
- Discussion – A concise explanation of findings.
- Conclusions – Significance and impact of results and future directions of outcomes should be provided
- References – Cite these at the end of the poster
- Disclosure of financial interests.
- It is suggested that the text and tables be organized into 4 to 5 columns on the poster
- Do **NOT** include your abstract

**Presentation Tips:**

- Ensure that text is large and clear so that the poster can be read from 6 feet away. Use figures, graphs, and tables wherever possible.
- Make sure your text and background have **contrast** (dark lettering on a light background or the reverse). Avoid a busy background.
- For posters to be read at a distance, a minimum 24-28 point size (or bigger) for body text fonts is used, to ensure optimal legibility from the usual distance of 3-5 ft. Larger text (up to 32 pt size) will provide a comfortable reading from a greater distance, up to 8 ft.
- Select a font that is clean and readable, preferably sans-serif fonts for body text – please be consistent with your font choice.
- Images should be .jpeg or .png file formats in a resolution of 72 or 96 dpi.
- **Do not use** animations, special effects, or videos.

**Optional: Creating a Multi-Slide e-Poster:**

- *For e-Posters only* - While NOT required, e-Poster presenters have the option of creating a multi-slide poster (2-5 slides) to enhance the flow of the poster design. Please keep in mind that presenters will be allotted limited time to display their poster.
- With multiple slides, you can allow for more open space to focus your viewer's attention on select information.
- Example multi-slide layout:
    - Slide 1: Introduce and elucidate your methods and objectives
    - Slide 2: Include your results
    - Slide 3: Display data from your project in the form of tables and/or charts
    - Slide 4: Offer your conclusions, references and disclosures
    - *This is not the required format, but a suggestion to enhance flow and clarity.*
- As in the above e-Poster guidelines, be sure to use high contrast, consistent font and a minimum of 24-32 point size and 72 or 96 dpi for imagery.