

HOPA Poster Guidelines & Specifications

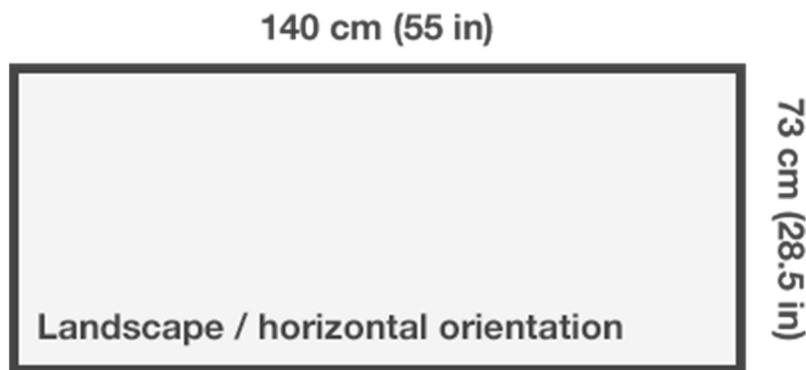
Poster Dimensions

Traditional Paper

- 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 long (48" x 96"), landscape format

ePoster (reserved for Platform presentations and Trainee Top Ten)

- Use PowerPoint 2007 or newer
- Set the dimensions of your poster to: **140 cm (55 in) width x 73 cm (28.5 in) height**, in **landscape orientation**.



Naming Conventions and Organization

When submitting your ePoster, please use the following naming mechanism:

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
- Feel free to bring handouts of your poster

Presentation Tips

- Please ensure your poster is carefully presented, and that text is large and clear so that the poster can be read from 6 feet away. Use figures, graphs, and tables wherever possible.
- Select a font that is clean and readable at a distance, preferably sans-serif fonts for body text – please be consistent with your font choice.
- Make sure your text and background have contrast (dark lettering on a light background or the reverse).

Specific to ePosters:

- It’s generally advised that for electronic posters to be read on-screen, 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. A little larger text (up to 32 pt size) will provide a comfortable reading from a greater distance, such as up to 8 ft.
- For embedded images, we recommend .jpeg or .png file formats in a resolution of 72 or 96 dpi.
- Do not use animated effects, “animations” and videos.
- Before submitting, save your poster as a PDF file. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu or through the "File > Print > as .PDF" option.

Suggestions for Creating a Multi-Slide ePoster:

- While not required, ePoster presenters have the option of creating multi-slide posters (2-5 slides per poster) to prevent text and image crowding and to enhance the flow of the poster design. If you prefer your poster be presented as a single slide, you are

welcome to format it this way. Multi-slide posters are simply an additional option to allow for more information to be displayed in a readable format.

- HOPA recommends formatting your poster so that it mimics the general flow of your presentation. (not required)

Example 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

Please note: although the font size and images will appear very small on your computer, as long as you follow the recommended font size above (24-32 pt.), it will be legible on the ePoster screens.

- Give your text and imagery plenty of room to breathe. With multiple slides, you can allow for more open space to prevent crowding and focus your viewer's attention on select information at one time. Make sure your images and figures are large enough that they too can be viewed from a comfortable distance.
- As in the above guidelines, be sure to use high contrast, consistent font and a minimum of 24-32 point size and 72 or 96 dpi for imagery.
- **To reiterate, multi-slide posters are optional, not a requirement.**