



Expanding Pharmacoepidemiology to Address Emerging Local Challenges

April 14-16, 2024
Hilton Orlando Lake Buena Vista
Orlando, Florida

POSTER SESSION GUIDELINES

Overview

Poster sessions are designed to give presenters an opportunity to discuss informally their research with colleagues interested in their research. The purpose of the posters is to visually stimulate interest in the research, to present sufficient information for viewers to understand the methods, results, and significance of the research, and to promote conversations and networking among conference participants.

Posters at the Mid-Year Meeting are available for the entire two days of the conference and will be in **Room North**.

Setup/Take Down

7:00-8:00am on Monday, April 15; all posters must be in place by 8:00am. The poster area must be cleared of tubes, obstacles, trip hazards, and other materials. Posters must be removed no later than 4:30pm on Tuesday, April 16; posters not removed by this time will be assumed to be abandoned and will be discarded.

Discussion

There is no one discussion time at posters. Where possible, poster presenters should endeavor to be at their posters at the following times:

Monday, April 15:

- 8:00-9:00am
- 11:00-11:30am
- 1:15-2:15pm
- 3:45-4:15pm

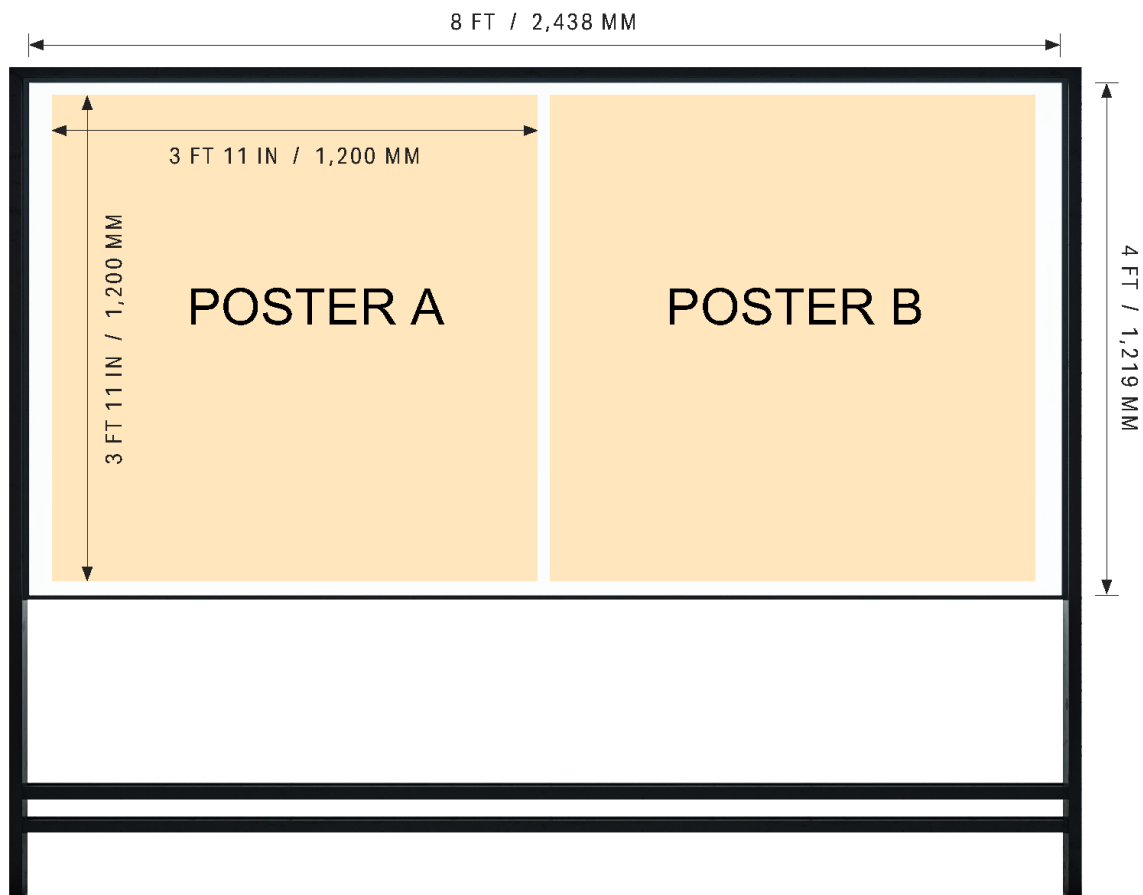


Tuesday, April 16:

- 8:00-9:00am
- 10:45-11:15am
- 1:00-2:00pm
- 3:30-4:00pm

Poster Specifications

Posters must be **SQUARE**. You will be sharing the board with another poster. The board dimensions are W: 8 ft / 2438mm x H: 4ft / 1219mm. Your poster dimensions should be no more than [3ft 11inches / 1200mm square](#) to fit your allocated space.



You may only use ISPE-provided pushpins to mount your poster board. Damage to the board caused by using anything other than official supplies will be your responsibility.



Numbering System

Each poster board will be numbered. Presenters should attach their posters to the board number corresponding to the number assigned to their poster as listed in the online agenda, or as notified to you by email in advance of the meeting.

Poster Organization

The following organization is suggested for poster presentations:

- **Title Page/First Page**
- **Abstract – as originally submitted**
- **Conflict of Interest Statement**

ISPE policy requires that all presenters at the ISPE must disclose the financial and other interests of each author/presenter that may pose a conflict of interest or an appearance of a conflict of interest. Potential conflicts must be listed on the poster as the first section after the title and in a type size consistent with the rest of the poster.

This statement must list all funding sources for the current project and other potentially conflicting relationships that existed at any time during the study, or at a minimum, the one-year period before the annual meeting. Non-financial conflicts (e.g., a close relationship with, or a strong antipathy to, a person whose interests may be affected) should also be disclosed.

Suggestions for Poster Presentations

- Keep text brief. Report only key aspects of each section. It is not advisable to display the entire text from a manuscript. Too much detail detracts from the primary message of the text.
- Keep figures simple. Convey only one idea per figure, table, or photograph. Figures from publications, theses, or dissertations normally do not make good visuals. Too much detail detracts from the primary message of the figure.
- Text and figures should be readable to someone standing at six feet. Adjust font and image sizes accordingly. BIG IS BEAUTIFUL, and easy to read.
- Photographs should clearly show what you want the audience to see.
- Use appropriate blank space between words, sections, and figures.
- Use appropriate and compatible colors for fonts, backgrounds, graphics, and matting. White backgrounds generally are best for text.
- Simple typefaces are preferable to fancy fonts. Bold type may be effective on headings. Select a clean and simple font and use it consistently throughout the poster. Use both upper and lower-case letters, especially in the body of your presentation. Make lettering large enough to read from at least three feet.



- Arrangement. Design the flow of information from left to right. Use lines, frames, contrasting colors or arrows to call attention to important points.
- Color. Use color to attract interest and to dramatize similarities and differences. Emphasis may be lost if more than four colors are used.

Poster Printing Service is available in the Hilton Orlando Lake Buena Vista Hotel

FedEx Office Print & Ship Center

<https://local.fedex.com/en-us/fl/lake-buena-vista/office-5633>