

Poster Preparation Guidelines

When preparing your poster for presentation at the 52nd CS / 40th APS / 40th EPSS / 34th ESHS / PIB Joint Subcommittee Meeting, please adhere to the following guidelines.

Size Limitations:

Your poster will be placed on a tripod easel. Consider this when selecting size and material.

- Suggested size: 24 x 36 inches
To ensure it will fit on an easel, your poster should not exceed 36 x 48 inches.
- Suggested material: foam board
To ensure it can stand up on an easel, your poster should be made using a sturdy but lightweight material.
- Poster orientation can be set to either landscape or portrait.

General Suggestions:

There are no absolutes in poster preparation. Your subject matter, imagination, and spatial constraints will guide you better than any set of rules. However, there are a few things you may want to consider before setting up your display.

- The audience should be able to understand the poster's concept even if the presenter is not standing beside the display.
- The title should be placed on your display.
- Type size large enough to read from several feet away
- White space and an uncluttered design to emphasize the subject matter
- A straightforward organization or flow
- Charts, drawings, and illustrations should be clear.

Poster Creation:

Poster creation is the responsibility of the author and is not available through JANNAF.

Poster Shipping Information:

Ship your poster to arrive NO EARLIER THAN Friday, 3 JUNE. Packages that arrive prior to that date will not be accepted.

Address poster packages as follows:

Hilton Salt Lake City Center
255 S. West Temple
Salt Lake City, UT 84101
801-328-2000

Also include:

Return Address
Hotel Guest Name (i.e., presenter's name)
JANNAF December 2023 Conference
December 4-8, 2023

If you would prefer not to ship your poster, foam board will be available onsite at the Registration desk.

Additional Poster Details

Poster Session Information:

Posters will be displayed in foyer outside of the Grand Ballroom at the Hilton Salt Lake City Center on Tuesday, 5 December 2023, from 6:00 - 7:30 p.m. MST. Light refreshments will be served.

- Poster presenters must remain present by their posters through the duration of the session.
- Presenters may set up their posters in Grand Ballroom foyer **no earlier than** 5:30 p.m. MST.

Publication:

Poster presenters may opt to submit a paper to be published for their poster. A JANNAF Publication Clearance Form is required in order for a paper to be published to the JANNAF Digital Online Collection (JDOC).

- Papers: <https://www.jannaf.org/mtgs/2023Dec/pages/papers.html>
- Publication Clearance Forms: <https://www.jannaf.org/mtgs/2023Dec/pages/pubclrform.html>

For additional poster information, visit: <https://www.jannaf.org/mtgs/2023Dec/pages/posters.html>