

Poster Preparation Guidelines

When preparing your poster for presentation at the 72nd JPM / PIB / 53rd CS / 41st APS / 41st EPSS / 35th ESHS / 19th MSS / 15th LPS / 14th SPS 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, please consider the following before designing your poster.

- 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. If you wish to have your poster printed in Spokane, the closest FedEx Office Print & Ship location is a 3-minute walk from the convention center, at 259 W Spokane Falls Blvd, Spokane WA 99201. Phone: 509-484-0601. Only posters suitable for Public Release (distribution statement A) should be printed at FedEx.

Poster Shipping Information:

If opting to ship your poster, we recommend shipping it to the hotel where you will be staying. Packages should arrive at the hotel NO EARLIER THAN three days prior to arrival. Packages that arrive earlier will not be accepted. Neither ERG nor the hotel are responsible for packages damaged during shipping or while stored at the hotel. *Use the address information applicable to the hotel where you'll be staying:*

DoubleTree by Hilton Spokane City Center
Attn: Guest Name, Guest Arrival Date
Group: JANNAF
322 N Spokane Falls Ct
Spokane, WA 99201

The Davenport Grand, Autograph Collection
Attn: Guest Name, Guest Arrival Date
333 W Spokane Falls Blvd
Spokane, WA 99201

If you would prefer not to print your poster in Spokane or ship it to your hotel, foam board will be available onsite at the Registration desk but must be requested no later than 19 December by emailing meetings@erg.jhu.edu.

Additional Poster Details

Poster Session Information:

Posters will be displayed in Ballroom 111B at the Spokane Convention Center. The poster session will be held on Tuesday, 27 January 2026, from 5:30 - 7:00 p.m. PST.

- Presenters may set up their posters in Ballroom 111B **no earlier than** 2:00 p.m. PST on Tuesday.
- Poster presenters must remain present by their posters for the duration of the Tuesday evening poster session.
- Posters are expected to remain on display through the end of the Networking Hour event on Wednesday, 28 January. If not removed between 7:00 and 7:15 p.m. that evening, posters may be retrieved at the JANNAF Registration Check-in desk until 5:00 p.m. Thursday, 29 January, after which they will be destroyed.

Publication:

A digital (PDF) version of each poster will be published in the JANNAF Digital Online Collection (JDOC). Poster presenters may also opt to submit a paper to be published for their poster. A JANNAF Publication Clearance Form is required for all posters.

- Paper Formatting Guide, Publication Clearance Forms, Upload Instructions (digital poster file and optional papers), can all be found at: https://www.jannaf.org/meetings/winter?section=authors_chairs

For additional poster information, visit: <https://www.jannaf.org/poster-information-winter>