

## Poster Preparation Guidelines

When preparing your poster for presentation at the June 2026 JANNAF 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 Pittsburgh, locate the closest FedEx Office Print & Ship, Staples, Office Depot, UPS or CVS. Only posters suitable for Public Release (distribution statement A) should be printed at any of these locations.

### Poster Shipping Information:

If opting to ship your poster, we recommend shipping it to the Wyndham Grand Pittsburgh Downtown if you are staying at this hotel. Packages should be delivered to the hotel **NO EARLIER THAN** three days prior to your 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. If staying at the Wyndham Grand Pittsburgh Downtown, ship to yourself as a guest of the hotel, addressed as follows:

Wyndham Grand Pittsburgh Downtown  
Hold for (enter name of guest), arriving (enter check-in date)  
600 Commonwealth Place  
Pittsburgh, PA 15222

**Request the package from the Bell Desk upon arrival. There may be a small handling fee.**

For attendees staying elsewhere, contact that hotel and ask for instructions for shipping a package to yourself.

Foam board will be available onsite at the Registration desk, but must be requested no later than 8 May by emailing [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu).

## Additional Poster Details

### Poster Session Information:

Posters will be displayed during the Attendee Networking Hour on Wednesday, 3 June from 5:30 - 7 p.m. in Grand Ballroom 1 at the Wyndham Grand Pittsburgh Downtown.

- Presenters may set up their posters in Grand Ballroom 1 only **between** 3 - 4 p.m. on Wednesday.
- Poster presenters must remain present by their posters for the duration of the Wednesday evening poster session.
- ERG staff will securely store posters overnight and place them on display Thursday from 7 a.m. - 12 p.m. Posters should be removed between 12 - 1:30 p.m. or will be destroyed.

### Publication:

Poster presenters may opt to have a digital (PDF) version of their poster and optional paper published in the JANNAF Digital Online Collection (JDOC). 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/spring-2026?section=authors\\_chairs](https://www.jannaf.org/meetings/spring-2026?section=authors_chairs)

For additional poster information, visit: <https://www.jannaf.org/poster-information-2026-june>