

## POSTER SYMPOSIA GUIDELINES

Your abstract has been selected for presentation in a poster symposium format. Following the viewing period, a discussion session (for both authors and interested attendees), will be chaired by one or two previously selected session moderators. The moderators determine the exact format for the discussion period. You will receive detailed instructions regarding the format of the symposium from the moderators in the near future. The schedule below indicates the set up time for your symposium.

Posters provide an opportunity for interchange of ideas between the presenter and audience interested in his/her study. The poster should be outlined so the research can be understood without an oral explanation.

### *SESSION:*

Poster symposia are 2 hours in length and comprise a viewing period and a discussion session. Authors should be in attendance at the poster site during the designated viewing time. Please remain by your poster for the time specified below and discuss research personally with interested individuals.

**Set-Up:** Each poster board is numbered sequentially in your session. Locate your assigned poster board and mount your poster within the time noted on these instructions. Pushpins will be provided in the area.

**Take-Down:** Please disassemble your posted materials at the end of the session. **Any materials left on the poster board at the end of the session will be removed and discarded. PAS will not be responsible for posters left at the end of session.**

### *DESIGN:*

**Poster Board Dimension:** Surface of the Board: 4 feet high and 8 feet wide [1.22metres and 2.44 metres].

**Header:** Prepare a headline that identifies your research to be mounted at the top of the poster board. Lettering should be 1 ½ “ [3.81 cm] high or more. Include authors and their affiliations under the header. Disclosure information should be visibly notated on poster presentation immediately following the poster title and authors.

**Organization:** The key is to achieve **clarity** and **simplicity**. Do not overload or overcrowd the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs and photographs when appropriate; keep text brief. It may be helpful to have materials pre-mounted on mounting boards. **All materials should be legible from a distance.**

**Typography:** Avoid using abbreviations, acronyms and jargon. Font should be consistent throughout.

**Completion:** Now ask,

- ❶ What do I want the viewer to remember?
- ❷ Is the message clear?
- ❸ Do important points stand out?
- ❹ Is there a balance between words/illustrations?
- ❺ Is the pathway through the poster clear?
- ❻ Is the poster understandable without oral explanation?

## Poster Symposia Schedules

DATE	SYMPOSIA TIME	POSTER SET UP
Saturday, May 1	8:00 am – 10:00 am	7:45 am – 8:00 am
	10:15 am – 12:15 pm	9:30 am – 10:15 am Limited time to set up in most of the rooms
	2:45 pm – 4:45 pm	2:00 pm – 2:45 pm
Sunday, May 2	8:00 am – 10:00 am	7:15 am – 8:00 am
	10:15 am – 12:15 pm	10:00 am – 10:15 am
	1:00 pm – 3:00 pm	12:15 pm – 1:00 pm
	3:15 pm – 5:15 pm	3:00 pm – 3:15 pm Limited time to set up in most of the rooms
Monday, May 3	8:00 am – 10:00 am	7:15 am – 8:00 am
	1:00 pm – 3:00 pm	12:15 pm – 1:00 pm
	3:15 pm – 5:15 pm	3:00 pm – 3:15 pm Limited time to set up in most of the rooms
Tuesday, May 4	8:00 am – 10:00 am	7:45 am – 8:00 am
	2:00 pm – 4:00 pm	1:15 pm – 2:00 pm

Marathon Multimedia, *Call4Posters*<sup>™</sup>, who, for a fee, can assist poster presenters with the production of their posters, may contact you. Should you not be interested in this service, please disregard the email that will be sent to the contact person on the abstract. Visit our website to link to *Call4Posters* for information on their services.

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If you have any questions, please contact the PAS Program Office.

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