

**Academy of Pediatric Physical Therapy Annual Conference
(APPTAC)
November 17-19, 2017 * Cincinnati, OH**

Poster Presenter Information

PRESENTATION DATES

Poster presentations will set up and on display in the APPTAC Exhibit Hall during the times listed below:

Friday, November 17, 2017	Poster Set-up in Exhibit Hall	8:00 - 11:00 am
	Posters on Display (Exhibit Hall unopposed)	12:15 – 2:45 pm
Saturday, November 18, 2017	Poster Set-up in Exhibit Hall (if needed)	7:00 - 8:00 am
	Posters on Display (Exhibit Hall unopposed) PRESENTERS MUST BE AT POSTER	9:00 am – 10:30 am 1:00 pm - 2:15 pm
	Poster Removal	2:15 pm – 3:00 pm

REGISTRATION

ALL poster presenters MUST be registered for APPTAC 2017. Registration fees are NOT waived for poster presentations.

ONSITE CHECK-IN POLICIES

Poster presenters should check in onsite at the Speaker Registration Table. You will use the Set-Up Pass you receive to enter the Exhibit Hall Poster Area and set up your poster at the poster board that corresponds to your poster number. If someone has set-up a poster at your poster board, do NOT use another poster board. Carefully take down the poster and lay it under the board where it was originally posted. Set up your poster at the CORRECT poster board, and then notify staff at the Speaker Registration Table.

POSTER FORMATTING INFORMATION

Poster Size:

- 4 ft high by 8 ft wide (maximum)
- No material may protrude beyond dimensions of the poster board.
- The only handouts permitted are EXACT copies of the abstract or poster.
- NO advertisement of service or product may be advertised.

Readability:

- Print size should allow poster to be read from a distance of six (6) feet.

Mounting:

- Push pins work best.
- You are responsible for bringing your own push pins.

Academy of Pediatric Physical Therapy PDF Logo:

APPT has a “Research Supported By” PDF logo that is intended for use by recipients of Academy research awards to include in their presentations or to use on their posters. If you received funding from the Academy for your research, go to www.pediatricapta.org, go to the Members drop-down menu, and click on Research & Awards (you’ll be prompted to log on to the website – APTA member number only in the first line, last name with first letter capitalized in the second).

SUGGESTED GUIDELINES FOR PREPARING EFFECTIVE POSTERS

(Adapted from the Society for Neuroscience)

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while leaving the author free to discuss points raised in inquiry. The poster session offers an intimate forum for discussion, but discussion becomes difficult if the author is obliged to devote most of the time explaining the poster to a succession of viewers. Remember that the time spent at each poster is determined by the viewer, not the author, as in the case of slide presentations. An effective poster is neither a page-by-page printout of a journal paper nor a slide show, but balances figures and text.

Planning and Layout: Poster boards are 4 feet high by 8 feet wide. For effective use of space, consider organizing illustrations and text using a grid plan. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving systematically along it rather than by zig-zagging back and forth in front of it. Place your most significant findings at eye level immediately below the title bar and the supporting data and/or text in the lower panels. The increasing availability of 36-inch and 54-inch wide inkjet printers and page-layout software permits economical production of effective and attractive posters on a single sheet that can be transported to the meeting either in a poster tube or carefully folded (accordion-style in the long dimension, then once in the short dimension) to fit in a carry-on suitcase. Use line borders to separate areas. Avoid reflective, plastic-coated paper. For PowerPoint-generated or single-panel posters, size your poster slightly smaller than the board size to facilitate spacing your poster on the board. For conventional multi-panel posters, five columns can be formed using poster elements printed on 11-inch-wide paper (or 29-30-cm wide A4 or B5 paper) with suitable spacing or borders. Materials may be mounted on colored poster board. You may want to group logically consistent sections or columns of the poster on backgrounds of the same color. Background colors should be muted.

Title & Illustrations: Prepare a banner for the top of the poster indicating the abstract title, author(s), and affiliation(s), and the session number of the abstract. Lettering should be at least 1-inch high. Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Color can be effective if used sparingly. Although each figure should illustrate no more than one or two major points, figures need not be simple. The main points should be clear without extended viewing, but detail can be included for the aficionado. The sequence of illustrations should be indicated with numbers or letters at least 1-inch high. (Omit "Fig." or "Figure"; it is unnecessary and occupies too much space.)

Text: Each figure or table should have a heading of one or two lines in very large type stating the "take-home" message. Additional essential information should be provided below in a legend set in 16-point or larger type. Minimize narrative. Text that would normally appear in the body (Results and Discussion) of a manuscript can be integrated in figure legends. It should describe concisely not only the content of the figure but also the conclusions that are derived. Details of methodology should be brief and should be placed at the end of each legend. Use large type in short, separated paragraphs with unjustified (ragged right) margins. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in all capitals or boldface type. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type. It is rarely necessary to post a copy of the abstract.