

POSTER CHECKLIST FOR STATE MEETING

Requirements to present:

: Primary author **MUST** be a chapter member

: You must register for the conference, to present your poster

Content

- Titles, authors, and institutional affiliations are listed(Must be a WV institution – WVU , CAMC, OVMC, MU, WVSOM)
- For research posters: Introduction, Methods, Results, and Discussion are present
- For clinical vignette posters: Introduction, Case description, and Discussion are present
- Logical sequence of information flow(left to right and top to bottom)
- Photographs, graphs, tables and charts are used whenever possible to display data or convey important information
- Each section is concise and clear

Appearance

- Poster meets the size restrictions of the scientific program. (No bigger than 40 inches by 60 inches)
 - Poster construction will accommodate method of display at the meeting (pinned on white cardboard display boards)
 - Abstract is posted in the proper position – 40 in. tall by 60 in. wide
 - Poster does not appear cluttered
 - Major headings can be read from 3 to 5 feet away
 - Text and figures can be read from 2 to 3 feet away
 - Graphs and figures can be read from 2 to 3 feet away
 - Font is similar throughout(no more than three font sizes used for poster title, section title and text)
 - Color, lines, boxes and arrows are used to emphasize important points
- Overall content can be absorbed in 10 minutes or less (4 minutes “presentation overview” leaving 6 minutes for a question & answer session with judges)