INSTRUCTIONS FOR THE PREPARATION OF POSTER PRESENTATIONS

FORMAT

• Posters must reflect the material summarized in your abstract.

• Preferred Poster size is **45 inches horizontal by 45 inches vertical**. The overall poster board is 96” horizontally x 48” vertically with two poster presentations on each side of the board.

• Each board will be identified by a number corresponding to the number of the poster listed in the Program Book and on the mobile app.

• It is a good idea to have business cards available at your poster.

SET UP and DISMANTLE
Posters will be displayed in Exhibit and Poster Hall (North Hall A-C Level 3) of the Phoenix Convention Center.

**Poster Session 1 Set Up**
Friday, February 7 2:00 pm – 6:00 pm  
Saturday, February 8 6:45 am – 8:00 am

**Poster Session 1 Removal**
Sunday, February 9 6:15 pm – 6:45 pm

If you do not remove your poster by 6:45 pm you will have to wait until the hall opens on Monday morning at 8:00 am to claim your poster.

**Poster Session 2 Set Up**
Monday, February 10 7:00 am – 8:00 am

**Poster Session 2 Removal**
Tuesday, February 11 1:45 pm – 2:45 pm

Posters will be displayed all four days, Saturday – Tuesday

• **NIRA Finalist**
• **ORS Moderated Posters**
• **ICORS Best Posters**
• **BOS Best Posters**
• **Guest Nation – Australia**

• **Please Note:**
• Poster numbers for both Poster Sessions 1 & 2 will be posted only on the poster boards during the appropriate Poster Session days. Poster Session 1 poster numbers displayed on Saturday and Sunday. Poster Session 2 poster numbers displayed on Monday and Tuesday.
• It is the ORS policy that accepted posters must be on display for the assigned poster session. We will be checking to make sure posters comply with the ORS policy. Posters up late or removed early will be noted and the Program Committee will be notified.

REQUIRED TIME TO STAND BY POSTER
Authors are required to stand at their poster to answer questions during the specified time indicated below.
Authors may stand at their poster during additional breaks if they wish.

Poster Session 1
Saturday, February 8
10:15 AM – 11:15 AM Even numbered poster presenters

Sunday, February 9
10:15 AM – 11:15 AM Odd numbered poster presenters

Poster Session 2
Monday, February 10
10:15 AM – 11:15 AM Even numbered poster presenters

Tuesday, February 11
9:00 AM – 10:00 AM Odd numbered poster presenters

POSTER GUIDELINES
Authors must provide the following:

• A HEADING that includes the title, authors, and affiliation. This heading must be mounted at the top of the board. Lettering should be large enough to be read at least eight feet from the board.

• TEXT, FIGURES, AND GRAPHS, legible from four feet away.

Posters must reflect the material summarized in your submitted abstract.

Poster arrangements will vary depending on the material presented.

ORS provides: Author provides:
1. Poster Board 1. Heading
2. Poster Number 2. Graphs, Figures, Text

45” ↔ x 45” ↔

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<tr>
<th>Title</th>
<th>Authors</th>
<th>Affiliations</th>
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Poster Board is 96” width x 48” height (96” horizontal x 48” vertical)
The preferred poster size allowed is 45” width x 45” height. This will allow for two posters per board.

Helpful Hints
• Make poster presentations as self-explanatory as possible;
• Data displayed should be clear and concise;
• Photos, figures, diagrams, charts should reflect pertinent points;
• Posters should be legible – large enough print to be read 4’ to 6’ away;
• Avoid abbreviations and acronyms without giving their full form;
• When captions are used, limit them to a couple of sentences.
• Avoid using all capital letters except short titles, otherwise the text will be too difficult to read;

Color
Color is very useful for creating interest and accentuating specific parts of any presentation. Use only a few common colors. In general, it is best to use light lettering (e.g., white, yellow, golden yellow, ivory, light blue, cyan) on dark backgrounds (e.g., royal blue, navy blue, teal green, forest green or purple). Colors like red, magenta, and orange can work well as accents, but they are too "hot" for use over large areas of a display. Fluorescent colors, while eye-catching, do not carry the professional image you want to project. Most importantly, make sure the color combinations you select are visually appealing.

Artwork and Lettering
Creative artwork with an uncluttered layout will encourage attendees to stop and examine your poster presentation. Use self-explanatory drawings, photos and charts to express ideas. When captions are used, limit them to a couple of sentences.
**Do Not**
- Simply enlarge your abstract;
- Be overly ornate;
- Bring x-rays, (viewers won't be able to see them clearly);
- Use more than your allocated space.

**Poster Presenter Ribbon:** Poster Presenter Ribbons will be on tables throughout the poster hall. The presenting author should wear this ribbon during the meeting and specifically during the poster sessions, for easy identification. You may also pick one up at the Ribbon Wall location by the Registration area.

**Push Pins for Posters:** Pushpins will be available on the tables throughout the hall for you to hang their poster.

**Empty Poster Tube Storage:** Labels to mark your empty poster tube are available at the end of the poster aisles throughout the hall. Mark the tubes with your poster number and your name. Place the empty tube in the bin next to the table. The bins will be returned at the beginning of the tear down for the poster session.

**POSTER PRINTING SERVICE**
ORS will offer a Poster Printing Service through a third-party, Learner's Digest International (LDI). POSTER presenters (presenting authors) will receive an e-mail in December from LDI with information on the ORS Poster Printing Services. Poster presenters wanting to take advantage of this service will be able to pick up their poster upon arrival to the Phoenix Convention Center and do not have to travel with their poster. The maximum size for a poster printed through LDI will be 42" x 42".
REQUIRED TIME TO STAND BY POSTER
Authors are required to stand at their poster to answer questions during the specified time indicated below.
Authors may stand at their poster during additional breaks if they wish.

Poster Session 1
Sunday, March 11
10:45 am – 11:45 am **Even** numbered poster presenters
4:30 pm – 5:30 pm **Odd** numbered poster presenters

Poster Session 2
Monday, March 12
10:45 am - 11:45 am **Even** numbered poster presenters
4:30 pm – 5:30 pm **Odd** numbered poster presenters

**Poster Presenter Ribbon:** Poster Presenter Ribbons will be on tables throughout the poster hall. The presenting author should wear this ribbon during the meeting and specifically during the poster sessions, for easy identification. You may also pick one up at the registration counters.

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