



CANADIAN HOSPICE PALLIATIVE CARE ASSOCIATION CONFERENCE

Guidelines for Poster Presentations

Posters will now be featured in a central meeting point through our three day conference. All breaks, lunch and opening reception are housed within this space and the exhibit hall. As this area is located in a high traffic area; we highly recommend that you make yourself available to answer questions during the morning and afternoon break periods.

Posters must be mounted between 12:00 pm and 5:00 pm on Thursday, October 12th and removed between 1:45 and 3:30 pm on Saturday, October 14th. Posters not picked up during this time cannot be guaranteed to be returned.

The author(s) of the posters will be asked to stand by their posters during opening of exhibits **Thursday, October 12 from 5:30 p.m. to 7:00 p.m.**

Breaks are as follows:

Friday, October 13:

7:00 am – 8:00 am – Morning Refreshments

9:45 am – 10:15 am – Morning Break

11:45 am – 1:00 pm – Lunch

2:30 pm – 3:00 pm – Afternoon Break

Saturday, October 14:

7:30 am – 8:00 am – Morning Refreshments

11:15 am – 11:30 am – Morning Break

12:30 pm – 1:45 pm – Lunch

Poster judging will be occurring throughout the conference. More details will be available soon!

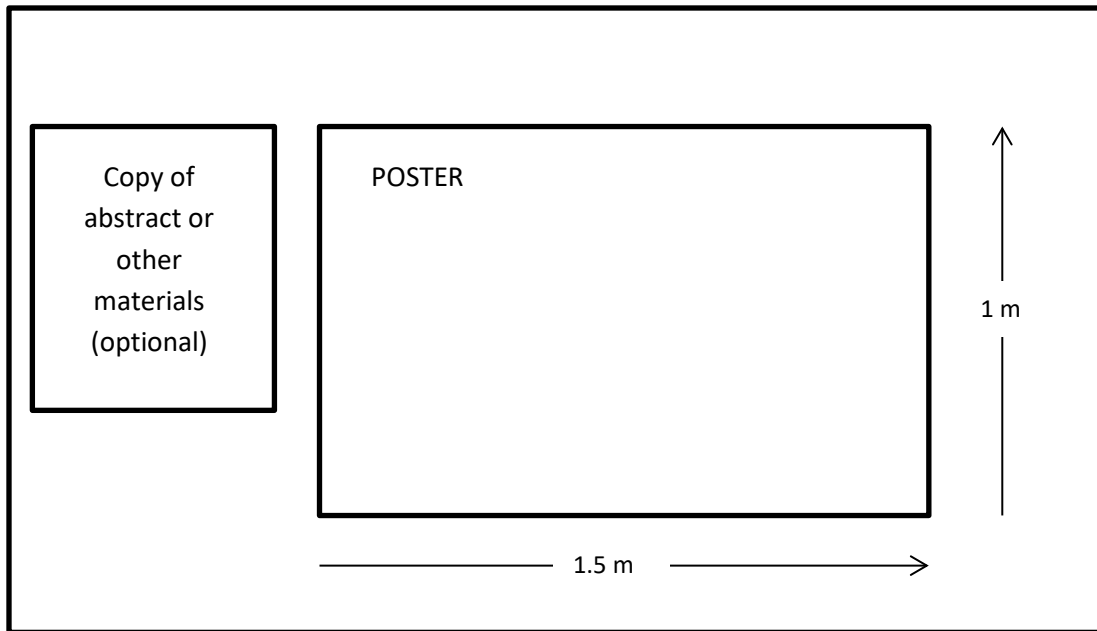
Maximum space for posters is 8' (2.4 meters or 94 3/4") x 4' (1.2 meters or 45 7/8"). Posters with accompanying materials should be no bigger than 1.5 meters wide by 1 meter high (4.87' x 3.25').



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The surface of the poster board is covered with a product called Burfab™, so please bring sufficient male/hook Velcro™ for mounting your poster on the board.

If you have any additional questions, please contact Cheryl Spencer at cspencer@chpca.ca





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Helpful Information for Poster Presenters

What is the definition of a poster presentation?

A poster presentation is a formal display of your work or topic. It visually represents your research or area of focus through text, charts, graphs, and other visual aids. It allows viewers to read and interact with your material at their own pace, potentially asking questions about your subject matter, methods, findings, or topic.

What should I include on my poster?

Condensing an entire subject into a poster can be challenging, and designing one requires time and attention. To begin, it's helpful to outline your poster. Generally, your poster should include the following elements:

1. A catchy title and list of authors to provide an intriguing sense of your subject, topics, research to attract readers.
2. Optionally, an institutional logo near the title and authors' names, if applicable.
3. An introduction section that provides a brief background of your research or subject area, including definitions of key terms if necessary.
4. For research-based posters, a materials and methods section that briefly describes your procedures, methods, and materials used.
5. A discussion section that gives an overview of your topic, briefly discussing why it is important and what you want readers to know.
6. An implications and/or conclusions section that conveys your main findings, key results, and emphasizes the importance and impact of your work.
7. Acknowledgements, which may include funding sources if appropriate.

There are some elements that may or may not fit on your poster, such as citations. You should cite other studies and research you've used, either through parenthetical references (e.g., Smith, 2011) or by summarizing or quoting them.

Your abstract may not fit on the poster either. If it's already published, you can provide links or URLs for your audience to access the abstract and other relevant information about your presentation. The abstract description will be on the CHPCA's website and in the syllabus. Viewers will have access to these materials.



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If you want to include citations or further share your subject, creating a handout to accompany your poster presentation is a good idea. A handout can include your title, name, contact information, abstract, and citations.

How should I get started?

To get started, you might want to examine poster presentations from your subject matter, discipline or research field. This will give you a better idea of how to structure your outline. A helpful approach to filling in the details of your presentation is to address the questions: what, who, how, and why. When preparing your poster, it's important to carefully consider the problem or issue you want to address or the subject you wish to discuss. Think about the individuals or entities that are involved in this problem or subject. Reflect on the significance and importance of the problem or subject matter. Explore how your research aligns with the existing field of knowledge or how your subject expertise contributes in a meaningful and relevant manner. Finally, highlight the key findings of your work and discuss their implications.

What are some tips for designing and laying out my poster?

After brainstorming your content and addressing the aforementioned questions, it's useful to sketch out your presentation. You can do this by hand or use various software tools. Having a visual representation of your poster will help in the design process. Regardless of the layout, consider the following tips:

- Use a large, readable font size for all text on your poster. It should be easily legible from about 10 feet away. Avoid font sizes smaller than 20 pt.
- Choose appropriate font faces for your presentation and audience. Avoid immature or overly aggressive-looking fonts.
- Avoid using all caps or long chunks of italicized text, as they are harder to read. Stick to standard sentence case.
- Utilize headings and subheadings effectively to make the content visually distinct.
- Avoid overcrowding your poster with long paragraphs. Whenever possible, present information in concise bullet points.
- Opt for light backgrounds with dark text, as it is easier to read. While you can use colors other than black and white, ensure readability.
- Ensure that all figures, graphs, photos, and visual content are high-quality and clear. They should be visible and readable from a distance of 10 feet.
- Label each figure, graph, photo, or visual content to provide clear references.



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Software options for creating posters include Microsoft PowerPoint, which is accessible and user-friendly. Although PowerPoint is primarily used for designing slides, you can adjust the slide size to create a poster. Another professional tool is Adobe InDesign, which offers advanced layout capabilities but has a steeper learning curve.

Regardless of the software used, save your final version as a PDF for printing. PDF files preserve the design elements, allowing your printed poster to match your intended layout. Printing can be done in stores like Staples, or local print shops. Sometimes, local FedEx Offices will offer these types of printing services. Review your poster carefully before printing to ensure its accuracy.

How can I prepare to engage with people who stop to read my poster?

One advantage of a poster presentation is the ample time available to interact with viewers and have one-on-one conversations about your subject. To prepare for these interactions, consider the following tips:

- Prepare a brief overview of your topic, consisting of two or three sentences. This overview can serve as an icebreaker with viewers. Keep it general and interesting, focusing on why you found the subject, research, problem, or issue intriguing.
- Practice explaining your poster and become comfortable discussing your subject or research.
- Engage with the individuals who stop by your poster, rather than just focusing on the poster itself. Avoid reading directly from the poster or talking at it.
- Consider preparing a handout to share with your audience, leaving a lasting impression and providing additional information.
- Express gratitude to those who stop by to read your poster and engage in conversation.