



STFM Conference on Medical Student Education

“STFM POSTER PRESENTATION GUIDE & INSTRUCTIONS”

January 31-February 2, 2019 ~ Jacksonville, FL

Conference Poster Awards & Special Recognition

All posters will be reviewed on Friday, February 1. Top rated posters will be highlighted during the conference’s Saturday morning refreshment break. STFM will provide additional information to poster presenters later this year regarding this award program.

1. OBJECTIVE OF THE POSTER SESSIONS

The purpose of the poster sessions is to provide an opportunity for the conference participants to become acquainted with your project or study quickly and easily. Your objective at the poster sessions is to present the "bare bones" on your data in graphic, tabular, or chart form so as to pique the interest of passersby who might then wish to stop and discuss your work in more detail.

An effective poster presentation is not simply a journal article hung on a wall. It should be a highlighted synopsis enabling the viewer to move quickly through the analysis of the topic. Resist the temptation to reproduce full pages of typed material. Viewers will be more intrigued by crisp phrases and brief lists. Full pages of text are unlikely to be read, and the crucial point of your presentation may be overlooked in an overabundance of words.

2. POSTER PRESENTATION DATES & TIMES:

Set-up:

After 3 pm on Thursday, January 31. The Poster Hall will open at 5:30pm with the conference Welcoming Reception. Presenters are encouraged to staff their posters during the reception, and during the “dedicated time” on Friday, February 1.

Take-down:

After the morning refreshment break on Saturday, February 2. All posters must be removed by 11am. STFM will not be responsible for presentation materials that are left on poster boards.

Poster Viewing Times:

Welcoming Reception on Thursday, January 31; Refreshment breaks on Friday, February; and, the morning refreshment break on Saturday, February 2.

“Dedicated Presentation Time” is scheduled during the Friday morning refreshment break.

STFM encourages poster presenters to staff your poster on Thursday evening and Friday morning. Any additional staffing time is at the discretion of the presenter.

Your poster will remain on display between set-up and take-down times. We request that you staff your poster during the times listed above, to discuss your work with other attendees. A numbered list of posters will appear in the conference program of your registration packet to assist you in locating your poster space. STFM staff will be available to assist you at the conference.

3. DISPLAY FORMAT

Each presentation is allocated (1) poster board that is 4-ft (height) x 8-ft (width). Most presenters prepare a “roll-out” poster that covers much of the board (usually approx. 3.5-ft high and 5 to 7 ft wide), making it easier for presenters to prepare, and for attendees to view.

Posters generally present information about a study, evaluation, or an innovative program. Here is general guidance for organizing poster content – but inexperienced authors are strongly urged to seek advice from experienced poster authors.

The poster header should be at least four inches high showing the title of the presentation and the names of the authors or presenter(s) and their institution/s. Viewers will be standing from three to six feet away from the poster, so lettering should be easily read from that distance. Viewers often look for content to flow from their left to right, and poster authors often organize their content and graphics in columns or groupings that move from the viewer’s left to the right

DISPLAY FORMAT (cont'd.)

Authors usually display the following information: a brief statement of the study question or problem, a brief description of the methods used or main program elements, graphs or figures depicting the results, and conclusions and/or recommendations. References and acknowledgements are often provided, sometimes in a font that is smaller than other poster content. Remember that the presentation is primarily a visual one, and make maximum use of figures, graphs, diagrams, and flow charts on the panels used.

Your poster should be self-explanatory. Authors sometimes provide an accompanying handout, but this is not required. If you wish to supplement your presentation with handout material, please label it clearly with the title of your presentation.

4. TIPS FOR PREPARING A POSTER PRESENTATION

The major components of an effective poster presentation include:

1. Statement of the Problem
2. Materials and Methods
3. Results
4. Conclusion/Recommendations

General Advice:

- Be sure that the connection of ideas and progression of thought is clear from one panel to another.
- Use a minimum of text (common rule – text for a poster presentation should not exceed 25 lines per page).
- Use lists, “bullet-points” or phrases instead of complete sentences when possible.
- Before final production of your poster – seek feedback from one or more trusted colleagues about poster content, organization and visual design.
- If a handout accompanies your poster presentation, label it clearly.

5. AUDIO/VISUAL EQUIPMENT & ELECTRICITY

STFM does not provide audio-visual equipment or electricity for poster presentations. Presenters are allowed to use their laptop computers to assist with their poster presentation, however a computer presentation cannot replace the visual poster presentation on the poster board provided. Presenters should make sure that computers are fully charged for their presentation.

FINAL REMINDER:

In conclusion, an effective poster presentation can be even more useful to its authors than an oral presentation. There is the opportunity for one-to-one discussion with viewers; the resulting feedback is frequently quite valuable. Don't try to cram everything into a poster presentation that you would include in an oral presentation. Remember that your viewers are walking by; distracted by conversation and the passage of other viewers; and looking for interesting poster presentations to return to for closer examination.

Thank You for presenting and we wish you the best for a successful conference!

POSTER BOARD “EXAMPLE” PHOTOS:



4' x 8' Posterboard – double-sided

