

# WOCNext 2019

## *Guidelines for Preparation of Posters and ePosters*

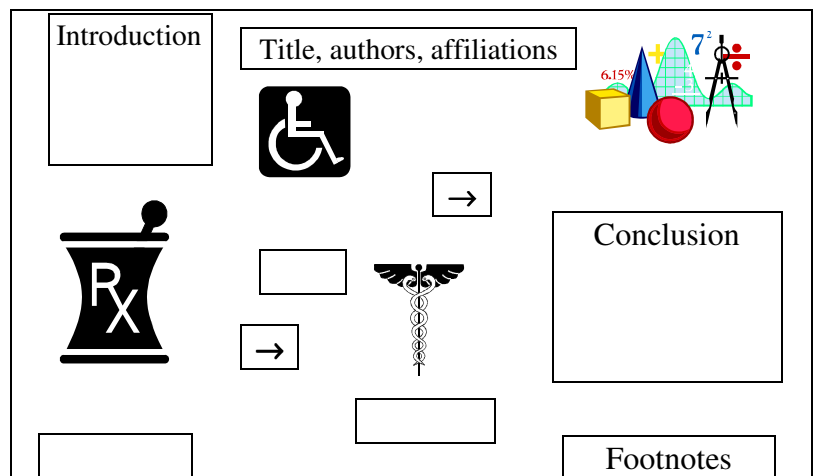
### Mounting and Removing Materials

You will be provided with a freestanding 4 feet x 8 feet poster board on which to display your materials. Materials should be on thin poster paper, cardboard or fabric -- anything heavier will not stay in position. You will be provided with push pins for use in attaching your poster to the board. Any handouts should be 8-1/2 inches x 11 inches. Copies of the poster are the only handouts that will be permitted.

- **Please do not write or paint on the poster boards, or use double-faced tape.**
- **Do not leave anything on the floor near or under the poster board once it is set up. This is a safety hazard, and any losses are not the responsibility of the society.**
- **Follow the established schedule for set-up and teardown times. There will be directions in the poster hall. Any losses incurred by late teardown are the responsibility of the poster presenter.**
- **No company or product information may be displayed or disseminated within the actual poster. However, references to company and brand names may be placed in the right lower corner in either a footnote or acknowledgment section using a font size of no more than 14. Company logos will not be permitted.**

### Arranging Materials

1. The poster board surface area is 4 feet high and 8 feet wide. *THE POSTER DOES NOT HAVE TO BE THAT SIZE. It's actually better if it's smaller.*
2. Prepare a label for the top of your poster indicating the title, authors, and affiliations. Lettering should be at least one inch high.
3. It is best to arrange written materials in columns. Text should supplement graphics -- the poster is primarily a visual, rather than a written, presentation. It is helpful to use arrows to indicate the direction in which the poster is meant to be viewed.
4. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
5. No materials should extend beyond the perimeters of the board (above, below or on the sides).
6. Use the board assigned to you and do not move the location of your poster.
7. We will provide a legal-sized pocket for each poster board to place handouts.



### Illustrations

Bear in mind that illustrations will be viewed from a distance of 2 feet or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold font. (Omit "Fig." or "Figure" - it is unnecessary and occupies too much space.) Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides, although preferably simpler (avoiding unnecessary details) and more heavily drawn. Keep everything as clear as possible.

### General Information

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but this becomes difficult if you are obliged to devote your time to explaining your poster.

### ePosters Information

When you receive your final poster number you will see that it will start with an “e” to let attendees know that your poster is being presented as an ePoster. Your poster will be presented on a flat screen, you DO NOT need to bring a physical poster as there will be no space for you to hang it, ePosters are displayed only digitally. Please be aware that attendees will have access to your ePoster a few weeks prior to WOCNext, through the event and for a few weeks post event.

Below are the requirements for your ePoster submission:

- Create in Power Point 16:9
- Power Point, PDF or PNG format
- Landscape orientation / horizontal
- File size is 100MB or less
- Resolution of your ePoster is 1920x1080 or 16:9
- Font size should not be smaller than 12 point
- Embed images, charts or graphs within Power Point
- No videos or links
- ePoster is 1 page/slide

Your ePoster needs to be emailed to Brooke Passy at [bpassy@wocn.org](mailto:bpassy@wocn.org) no later than **May 1st**.

The format of the “Meet the Poster Authors” session on Tuesday June 25th at 12:30 PM will be a little different for ePoster presenters, however, you are still required to be at WOCNext and in the Poster Hall for the “Meet the Poster Authors” session. Look for further details just before conference time.

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***BRAND NAMES or COMPANY NAMES MUST NOT BE USED IN YOUR POSTER. THEY CAN BE INCLUDED AS A FOOTNOTE. THERE ARE NO EXCEPTIONS!***

***ONLY INDIVIDUALS WHO SUBMITTED DISCLOSURE STATEMENTS AT THE TIME OF ABSTRACT SUBMISSION MAY BE LISTED AS AUTHORS ON THE POSTER.***

***Merit awards are presented to the top poster author in each category. The top scoring posters from the initial round of reviews are again evaluated onsite to select the winner for each category.***

**At least one author must register for the WOCNext 2019 conference by Friday, February 1, 2019.**

**Please note that projection equipment, videotape recorders, and electrical outlets will not be available in the poster session area.**

### **Preliminary Poster Session Dates and Times\*:**

Saturday June 22nd	2:00 pm - 5:00 pm	Poster Set-Up
Sunday, June 23rd	8:30 am - 8:00 pm	Open Poster Viewing

Monday, June 24th	8:30 am - 5:30 pm	Open Poster Viewing
Tuesday, June 25th	8:30 am - 3:00 pm  <i>12:30 pm</i>	Open Poster Viewing  <i>Meet the Authors (must be present)</i> <b>Awards Presentation</b>
Wednesday, June 26th	8:00 am - 12:00 pm  1:00 pm - 2:00 pm	Open Poster Viewing  Poster Pick-Up

\*Poster times are preliminary and subject to change.

*Posters **must** be picked up by **2:00 pm** from the Poster Hall.  
If there are posters remaining after 2:00 pm on Wednesday, June 26<sup>th</sup> they will be discarded!  
**The WOCN Society is not responsible for missing or discarded posters.***