



FREE COMMUNICATION/POSTER SESSIONS

Free Communication/Poster Session Format

If you are presenting your poster in a **morning session**, you will have access to mount your poster on the assigned display board starting at 7:30 a.m. (but must be mounted at the latest by 9:30 a.m.) and your material must be removed promptly at Noon.

If you are presenting your poster in an **afternoon session**, you will have access to mount your poster on the assigned display board starting at 12:30 p.m. (but must be mounted at the latest by 2:00 p.m.) and your material must be removed promptly at 4:30 p.m.

You are required to be present at your poster during the entire one and one-half hour presentation time. Your poster must be mounted for the entire session time as listed on the notification letter.

IMPORTANT-Poster Instructions

Below are instructions and recommendations for poster presentations.

*You will receive an additional email notification in May that will include your assigned poster board number and additional reminders.

POSTER PRESENTATION - SESSION FORMAT:

In any given half-day poster session, there will be approximately 300 posters displayed concurrently in different topical categories. Authors are required to be present for the 1.5 hours specified in your acceptance notification. The date and time of your presentation are included in your abstract notification e-mail message. The mobile app for the meeting will provide the final detail of the poster board number that is assigned to your presentation. In the meeting hall, the display boards have their identifying board number in the upper right-hand corner. You will also receive a notification in May which will include your board number and any additional reminders.

The display board surface is 4 feet (1.2 meters) high and 8 feet (2.4 meters) wide. Your poster does not need to be this large. However, you want it large enough for attendees to easily view/read.

These materials will be viewed from about 3 feet distance, so choose large type or print font and points that can be read from that distance. One example that works well: a Times font in 18 point that results in 11 characters and spaces per horizontal inch, and 4 lines per vertical inch.

There are many effective materials to use for your display, ranging simply from paper, to paper and photographs mounted on thin poster board, to having the entire display printed on a 4' x 8' scroll. Avoid mounting material on thick or heavy backing, as the push pins will be unable to secure it to the display boards. Although push pins will be available on-site, you are advised to bring your own in case ACSM's supply has been used up before your time.

1. The **TITLE, AUTHOR(S) and INSTITUTION(S)** are to be prominently displayed across the top border with lettering height between 1 and 2 inches (2.5 to 5.0 cm).
2. Poster displays must include the **ABSTRACT BODY** and other **TEXT NARRATIVE**. Depending on the focus of the research, one also typically includes some or all of the **TABLES, FIGURES, ILLUSTRATIONS, PHOTOGRAPHS, AND LEGENDS**.
3. Include and arrange your material so a coherent and straight-forward story is told without your presence. Emphasize the most important points and avoid overwhelming the viewer with too much detail. Specific recommendations include:
 - In the **INTRODUCTION** - *briefly* summarize the necessary background that led to this work, clearly identify the purpose or specific aims of the present experiment, and identify the questions asked or hypothesis(es) tested.
 - Provide sufficient detail of the **EXPERIMENTAL DESIGN** and the **METHODS** employed to do the work, including number and necessary demographics of the human or animal subjects studied.
 - **RESULTS** can be effectively presented by table, figure, illustration and/or photograph. Make each stand on its own, so the viewer doesn't have to refer elsewhere on the display to understand the important message(s). For each table, figure, etc., a lucid **INTERPRETATIVE LEGEND** will go a long way in highlighting and briefly discussing the essential points.
 - **SUMMARY AND CONCLUSION** - *briefly*, what are the vital "bottom lines" of your work.
 - **ACKNOWLEDGMENT** - identify funding source(s), institutional support, individuals who have contributed significantly but who are not listed as authors, etc.
 - Consider distributing a **HANDOUT** during your presentation time if there is need for exchange of large data sets or other details.
4. In addition to the need for large and dark lettering (see #2 above), other fundamentals are in order:
 - Keep tables and figures simple and uncluttered.
 - Strong visual contrast is a must. Many people have difficulty distinguishing closely related colors, like green from blue, or among subtle shades of a primary color, particularly

against incompatible background colors.

- Most graphic software programs have innumerable options for color and symbol shape. Although many are terrific options, it may also be the case that other choices, which look reasonable on your computer screen, will be ineffective when printed. Depending on your specific needs, don't forget that there is much to be said for using large and unique symbols or shading patterns to distinguish groups and conditions, with a more sparing use of color to make these distinctions.

5. ACSM does not manage a poster printing service. There are business centers in the near vicinity of the convention center to consider for poster printing options.

6. Carry your poster as carry-on luggage; don't entrust it to checked and sometimes delayed/missing baggage.

7. Please be courteous to other presenters. We ask that you remove your poster at the end of your session. When it is left, it can cause confusion for the next presenter on that same board.