

QCOR 2018 POSTER PRESENTER GUIDELINES

General Information

The Poster Hall for QCOR 2018 is in the Grand Ballroom at the Ritz-Carlton, Pentagon City.

All poster presenters must register for the conference in order to present their abstract at the conference.

A poster presentation consists of a visual display of research highlights on a fiberboard background combined with an interpersonal question and answer period. The content of an effective poster presentation should be direct, focused, and concise.

REMINDER! All authors' disclosure information **MUST** be included in your poster. Please ensure that it is visible to attendees viewing the poster.

Poster Presenter Guidelines

- The poster board number should correspond with the pre-assigned presentation number printed in the final program and provided in your notification letter.
- The final conference program (which will be included on the conference Web site and distributed at the conference) will include the detailed information for each presentation.
- Failure to present deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, any unexplained absences may result in the American Heart Association refusing to consider your abstracts at any future meetings.

Poster Session Reception - Friday, April 6 at 6:00-7:00pm

Location: Ballroom Foyer

Set-up: 5:30-6:00pm

Tear-down: 7:00-7:30pm

Poster Session AM - Saturday, April 7, 9:00am-12:00pm

Location: Ballroom

Set-up: 8:30am-9:00am

Tear-down: 12:00 - 12:30 pm (Please ensure posters are taken down by 12:30pm. All boards need to be cleared for the afternoon poster session.)

Poster Session PM - Saturday, April 7, 2:00-5:00pm

Location: Ballroom

Set-up: 1:30pm-2:00pm

Tear-down: 5:00 - 5:30 pm

Publication

- All presented abstracts, poster and oral presentations, will be published in the American Heart Association's online supplement to *Circulation: Cardiovascular Quality and Outcomes*.
- Requests for withdrawal of an abstract must be received in writing by February 28, 2018 to avoid publication in the Final Program and the online *Circulation* supplements.

Poster Preparation Guidelines

Poster boards are 4 ft high x 8 ft wide (1.2 m high x 2.4 m wide) less a 2 in (5 cm) frame on all four sides. The surface is **fabric-covered** fiberboard contained in a 2 in (5 cm) wide aluminum frame and firmly supported on "A frame" legs. The display stands approximately 7 ft (2.1 m) high.

Your presentation should contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally just as if it were an oral presentation using slides. A short and legible "Introduction" and a "Summary of Conclusions" are essential.

The poster display should focus on:

- Hypothesis or Objective
- Methods
- Results or Outcomes

All illustrations (figures, tables, diagrams, equations, etc.) should be final before arriving at the Poster Hall. Keep text and figure legends explicit and brief. Illustrations must be read from distances of approximately 4 ft (1.2 m) to 6 ft (1.8 m). Charts, drawings and illustrations should be similar to those you would use in making slides.

Pushpins will be provided to mount your poster materials. Do not mount your materials on thick poster board as it may be too heavy for pushpins. Do not write or draw on the fiberboard or use adhesive putty.

DESIGN, MATERIALS AND PRODUCTION: A poster is basically an artistic expression of scientific data. Posters usually have eye-catching- yet simple-drawings, diagrams, graphs and/or photographs with clean and attractive layouts.

Sources for Design and Production

- Art department-your institution
- Commercial art schools
- Commercial-artists
- Graphic designers
- Advertising agencies

Background Materials

- Color sheets and film overlays
- Matte and glossy surfaces, most self-sticking brands - Pantone color paper, Pantone color/tint overlays, chartpak
- Hot press illustration board - very smooth, less absorbent surface than regular grade

Printing and Drawing

- Color keys
- Computer systems that are capable of generating large, readable type
- Professionally set type
- Press type (rub on)
- Geotype, Letraset, Chartpak, Formatt
- Border tape (rub on) Same brands as above

Readability of Posters

Poster sessions are viewed by a large audience. To accommodate a group at a single poster presentation, the size of the lettering (type) must be large enough to be legible at a distance of approximately 6 feet (1.8m).

The 6 best color combinations to use are listed below. Remember the key is choosing contrasting colors and shades. Simple use of color can add emphasis effectively.

- Black on white
- Red on white
- Green on white
- Blue on white
- White on blue (no diazo)
- White on black

Choose a typeface that is simple and clear. The weight of the type chosen (the thickness of each letter) should be medium or bold. The actual size of the type is measured in "points." Below are examples of type size for viewing at various distances.

To be legible at:	Use:
6 feet	30 pt.
10 feet	48 pt.
12 feet	60 pt.
14 feet	72 pt.

Please contact the QCOR conference manager, Donna Tu at donna.tu@heart.org should you have any questions.