

**American Heart Association Scientific Sessions 2019  
Traditional Poster Presenter Guidelines**

## **I. Poster Presenter Guidelines**

**Poster Boards Location:** Science and Technology Hall, Level 2, Halls A-D

**Exhibit and Poster Hall Hours:** (Presenters **cannot** access the poster area prior to times shown)

- Saturday, November 16      12:00 pm – 6:00 pm
- Sunday, November 17      10:00 am – 4:30 pm
- Monday, November 18      10:00 am - 3:00 pm

### **Poster Set-up / Tear-down:**

- Posters must be set up, on the morning of the scheduled presentation day, immediately upon **opening** of the Exhibit and Poster area in the Science and Technology Hall (please refer to the Exhibit and Poster Hall hours above) and must remain on display all day, of your scheduled presentation day.
- Please only mount your poster on the day it is scheduled to be presented, refer to your acceptance notification for presentation details.
- The poster board number will correspond with the pre-assigned number which can be found in your acceptance notification or on the AHA Mobile Meeting Guide (download from iTunes or Google Play) and utilize the global search option.
- **All posters should be dismantled at least 15 minutes prior to Exhibit and Poster Hall area, on the day it was presented.** If a poster is not removed as instructed, AHA staff will discard all poster materials.

### **Presentation Period**

- Poster presenters will need to stand by their poster and be prepared to answer questions from attendees in a one-on-one format. They will **not** need to give a formal presentation.
- **During the assigned poster session time, you MUST attend your poster for the entire time. This is absolutely mandatory.** Please refer to your acceptance notification for your assigned poster session date/time.
- If you have more than one poster to present, it is your responsibility to identify a co-author to present as necessary.
- Your poster should be displayed for the duration of your **assigned** day.
- 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.

### **Publication**

- Abstract Copyright Transfer Agreement was collected at time of abstract submission. If you selected "Yes", your abstract may be published in the online *Circulation* supplement, online Program Planner, Mobile Meeting Guide, Abstracts on USB and ePosters. By selecting "No", AHA must **EXCLUDE your abstract** from publication in the online *Circulation* supplement, online Program Planner, Mobile Meeting Guide, Abstracts on USB and ePosters.
- Requests for withdrawal of an abstract must be received in writing by **Tuesday, September 17, 2019** to avoid journal publication.

## **II. Poster Preparation Guidelines**

### **ePosters and Poster Printing Service**

Poster presenters are **required** to upload an ePoster. Information for ePosters submission and poster printing will be sent via email in the fall.

### **Preparing Printed Poster**

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

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.

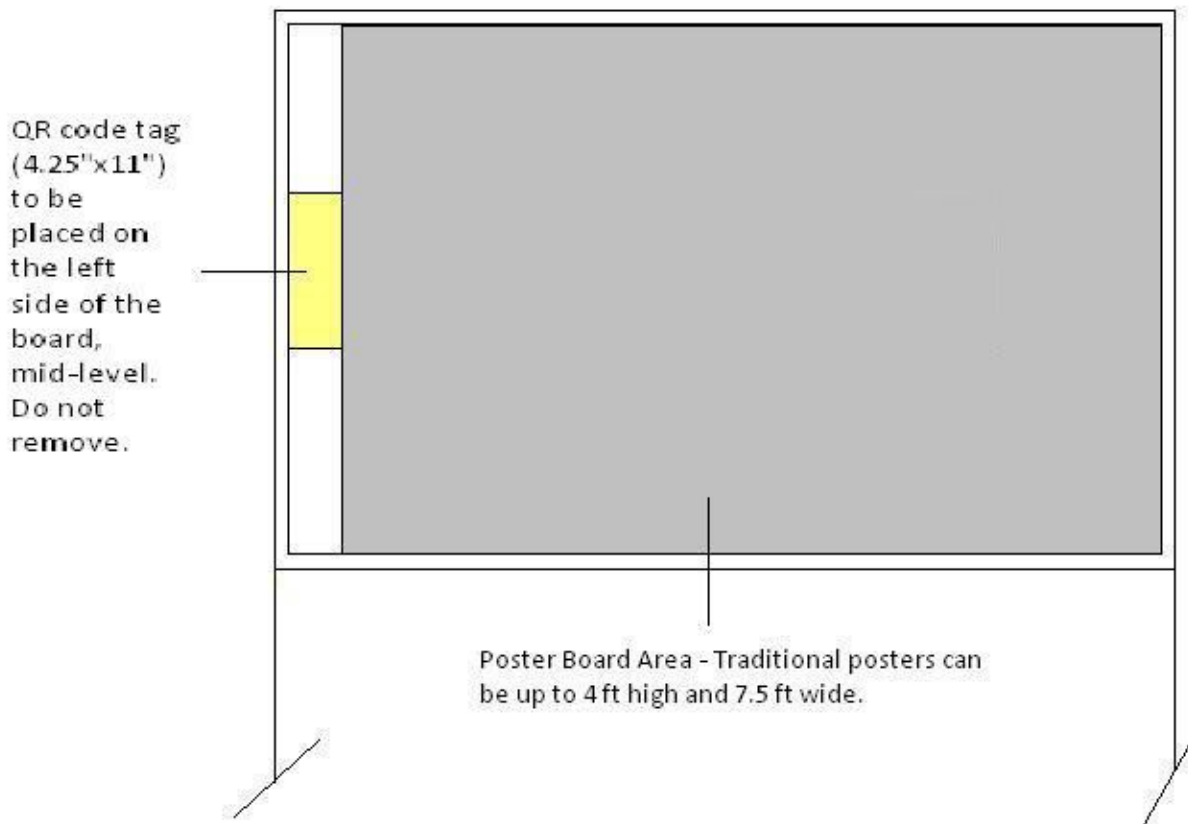
The poster display *may* have the following identifiable sections, but they are *not* mandatory:

- Hypothesis or Objective
- Methods
- Results or Outcomes

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

**Note:** A 4.25 in x 11 in card containing your poster’s QR code tag will be placed on the left side (mid-level) of the board. Please do not cover this card. **QR code tag with audio/video** is to allow attendees to view poster information through their smart phones and listen to the author’s discussion of the study through a pre-recorded audio/video file, via the required ePoster that has been uploaded by the presenting author.

See diagram below:



All illustrations (figures, tables, diagrams, equations, etc.) should be final before arriving at the Science and Technology 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.

### Storage

An unattended poster storage area will be provided in the Science and Technology Hall. Presenters may store their materials in this area before and after presentations, but AHA staff will **not** be responsible for stored material. Do **not** leave valuables, especially laptops, in this storage area.

**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, Format
- 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.