

# 2018 SACME ANNUAL MEETING

## CME/CPD: BUILDING BRIDGES FROM LEARNING TO OUTCOMES

San Antonio, Texas • April 25-28, 2018

## Information for 2018 Poster Presenters

for additional info, please contact [info@SACME.org](mailto:info@SACME.org)

### POSTER SPECIFICATIONS

Posters at the 2018 SACME Annual Meeting should be **no smaller than 36" high x 36" wide (91 cm x 91 cm) and no larger than 40" high x 40" wide (101 cm x 101 cm)**. For example you can choose a landscape display of 36" high and 40" wide, a portrait display of 40" high and 36" wide, or a square display of 40" x 40".

We encourage you to have business cards and an 11x17 reproduction of your poster to hand to attendees. While attendees will be able to view posters throughout the day, facilitated poster sessions have been scheduled to provide dedicated time to poster presentations. A facilitator will lead small groups of attendees through each theme. Your poster(s) will be highlighted for one session during the conference according to the schedule below and depending on the theme. You do not have to be present outside of your scheduled time though we encourage you to be available as much as possible as attendees will browse the poster area throughout the conference during breakfast, breaks and free times.

### SET UP/ TEAR DOWN

Set up of your poster will begin at 1:00 pm on Tuesday, April 24. See the registration desk on the Ballroom Level, 2nd Floor. Tear down is required by 12:00 pm on Saturday, April 28.

Posters will be mounted on double-sided poster boards that are 47" tall x 95" wide; therefore there will be 2 posters side-by-side posted on each side of the display board. Please bring pushpins to mount your poster to the board.

### SCHEDULE OF FACILITATED POSTER SESSIONS

A facilitator will take a group of attendees through all the posters on display for the identified themes. Each poster presenter will have approximately 3 minutes to present, followed by 1-2 minutes of questions from the group. During breakfasts, breaks and lunches, you are also welcome to be available to answer questions from individuals.

### WHAT A POSTER SHOULD INCLUDE

You are free to design your poster to best showcase your work, through images, graphs, text, infographics or photos. It is recommended that the following information be included to fully outline your presentation to the audience:

- Title: project title
- Authors: your name, names of collaborators, and organization
- Background (or Introduction)
- Research Question or Purpose
- Methods or Interventions
- Results (or Results and Applications)
- Summary/Conclusions or Future Directions
- Acknowledgments: include any sources of funding your project received

CME credit will be awarded for participating in the poster presentations during the Annual Conference. We encourage you to disclose any financial relationships of the authors with commercial interests on your poster.

## TIPS FOR DESIGNING A POSTER (Courtesy of Dartmouth-Hitchcock)

### ***Keep it Simple!***

- Arrange your material in a logical progression
- Arrange materials in columns
- Don't try to cram too much on to the poster

### ***Selecting Colors and Fonts***

- Use only 2 or 3 colors in the poster: too many colors can be distracting
- Select font colors and background colors to maximize contrast: A dark font on a light background is more easily read than vice versa
- Choose a font size and style that can be read easily from several feet away
- To emphasize a point, use bold or italics rather than underlining as underlined words can be more difficult to read

### ***Text for the Poster***

- Avoid large blocks of text and limit or eliminate jargon and technical terms
- Organize and reduce text by using subheadings, key words, bullet points
- A figure or graph often convey information more efficiently than paragraphs of text

### ***Pictures and Photos***

- Pictures and photos can be added with copy and paste commands or by importing.
  - Images should be at least 100dpi and the same size they will be on the poster. A resolution of 150dpi is ideal (smaller resolution will result in a pixelated image, and larger resolution will result in excessive file size).
  - Save the image as a "JPG" as this format is easier to insert into PowerPoint.
- Pictures and photos can be edited using the picture tools. Access to the picture tools varies by PowerPoint version -- use the help menu if you are having difficulty finding the picture tools.
  - Resizing: click on the corner of the picture/photo and slide the mouse to resize
  - Cropping: choose the crop tool and crop from any side
  - Framing: click on the picture to select it, then choose "colors and lines" or "border" (depending on which version of PowerPoint you are using).

### ***Graphs***

- Graphs can be added with copy and paste commands or by importing (same as pictures)
- Keep graphs simple
  - Avoid "chart junk": 3-d, shadowing, multiple grid lines, labeling every tick mark
  - With multiple graphs, combine information (e.g. share axis labels, titles, legends)