MANA Poster Guidelines

Posters presented at the annual MANA conference <u>must</u> conform to these guidelines. Questions can be directed to posters@mana.org

SIZE REQUIREMENTS
- The poster can be no larger than 4' tall by 4' wide. The poster does not have to be this exact size, but it must fit in this allocated space.
  - The recommended poster layout size is 3' x 4' with a 1 inch margin. This will leave a 6 inch buffer top and bottom, left and right, around your poster once mounted. You may use other configurations.

REQUIRED CONTENT
- Title (as stated on the approved poster submission application)
- Poster author name(s), credential(s), and affiliation(s)
- Contact information (email) for primary poster presenter
- Main Headings:
  - Introduction/Background
  - Methods/materials
    - Ethics board approval, if applicable, should be denoted with the appropriate ethics board acknowledged
  - Results
  - Discussion
  - Conclusions and Recommendations
- Acknowledgements, if necessary
- References Cited should be included, but used judiciously and kept to a minimum

PRACTICAL CONSIDERATIONS
- Posters will be mounted either on bulletin boards or on wall space. Pushpins and/or approved adhesive will be provided.
- Attendees will visit posters during breaks, lunch, and at designated poster session times.
- The presenter must be available during the assigned poster presentation session date/time to interact with attendees and answer questions about the poster. Poster presenters are expected to register for the conference.
- The presenter is expected to check in their poster at the Registration table when they first arrive to the conference. At that time, they will be shown their presentation spot. They are expected to remove and package/ship the poster at the conclusion of the conference. Posters remaining at the end of the conference will be disposed of.
- All care will be taken with poster displays; however, security cannot be guaranteed. Presenters should ensure that the poster is not the only record of their work.

Creating a Poster: Tips & Resources

Creating a poster is both an art and a science! Here are some tips and resources for getting started in outstanding poster creation.

POSTER BASICS

- Posters are generally created in Microsoft PowerPoint (or similar software) and then converted to a pdf for large scale printing at a print shop.
  - To create the right sized poster, select the appropriate setting in Microsoft PowerPoint (or similar software). In MS PowerPoint, go the "Design Tab" and then select either "Page Setup" or "Slide Size" (or equivalent, depending on software version). Enter your desired size. Learn more at: https://www.makesigns.com/tutorials/poster-sizing.aspx

GENERAL LAYOUT

- Presenters should strive for a balance of approximately 1/3 text, 1/3 graphics and 1/3 empty space
  - Presenters should be prepared to edit ruthlessly, as there is invariably always too much text on posters.
- Presenters should refrain from simply using a wall of text as it is not attractive nor readable. Instead, presenters should use small blocks for the text that can stand alone. That way, if someone comes up to the poster and reads only a small portion of the poster, it will still make sense.
- Presenters should break their poster into sections (see main headings, above) to allow space around their work (light and empty space attracts the eye)
- Text and visuals should be well integrated. Words and illustrations should go together, and tables/graphics should be integrated with the text whenever possible
- Posters should be understandable on their own. Words should be spelled out and the presenters should avoid using abbreviations and acronyms.

VISUALS: ILLUSTRATIONS/GRAPHS/TABLES/FIGURES/PHOTOS/DRAWINGS

- Photos should be properly credited/cited
- Tables, figures, and other graphics should be easily understood and stand alone
- Labels and legends (as applicable) should be used with graphics
- All graphics should be sufficient size to be visible from a distance
- Presenters should use colors to distinguish different data groups in graphics and avoid using patterned or open bars in histograms.

BACKGROUND

- Many people simply use a white background with black text. This is easy to read, but some color will make the poster more attractive to the reader.
- Presenters should consider what color they want to use for text/illustrations and make sure it complements the background and allows for readability

TEXT

- Place the title of your poster prominently at the top of the poster to allow viewers to identify your topic easily. Choose a font size so that the title is readable from a distance. It is recommended that presenters use 72 point font for the title.
- Presenters should use large fonts for the headings and key points that focus on some of the central ideas presented (recommended: 48 point font).
- Presenters should ensure that the main body of the text can be read from at least 4' away (recommended: at least 18 point font).
- Presenters should use a font choice that is clear and precise.
- Presenters should use upper and lower case lettering, and should avoid using too many style changes (i.e., shadow, bold, italics, etc.)

FINAL PREPARATION

- Before final production, check to see if:
  - Is the message clear?
  - Do the key points stand out?
  - Is there a good balance between text, visuals, and empty space?
  - Is the sequence of the poster clear?
  - Is the poster visually appealing?
  - Are there any misspellings or other writing errors?
- We recommend you have your poster laminated for protection and durability.
- Seeking advice and feedback from colleagues is a great way to improve your poster's appeal, messaging, and professionalism.

POSTER PREPARATION RESOURCES

There are several poster preparation resources on the web. Below are a few to get you started. You can also find more with a quick internet search!

- http://guides.nyu.edu/posters
- http://colinpurrington.com/tips/poster-design
- http://norris.usc.libguides.com/posters
- http://s3.amazonaws.com/rdcms-aaa/files/production/public/FileDownloads/pdfs/meetings/upload/How-to-Create-Anthropology-Posters.pdf