



POSTER PRESENTATION GUIDELINES

2018 OTA ANNUAL MEETING

All authors (podium and poster) are required to register and pay the registration fee if attending the meeting

Important Items of Note – Please Review:

- Poster Size: No bigger than 47 inches horizontal by 47 inches vertical
- Location: Gaylord Palms Convention Center, Exhibit Hall E & F
- Set-up: Thursday, October 18, 7:00am – 12:00pm
- Take down: Saturday, October 20, 1:30pm – 4:30pm. Posters are not to be removed before 1:30pm.
- Presenters are responsible for set-up, take down, and shipping. Printing service and onsite pickup is available through <https://wk.call4posters.com/ota/c/2225>.
- “No-Shows”— Authors will be banned from submitting abstracts for 2 years.
- Posters not removed by 4:30pm Saturday, October 20 will be discarded.
- POSTER TUBES AND PUSH PINS ARE NOT PROVIDED.

Poster must include the following:

- FDA Approval Notice as well as Financial Support Disclosure
- A HEADING that includes the title, authors, and affiliation. This heading must be mounted at the top of the board. Lettering should be large enough to be read at least eight feet from the board.
- TEXT, FIGURES, AND GRAPHS, legible four feet away
- TACKS, PUSH PINS, VELCRO for attaching poster to the board.

OTA provides:

1. Poster Board
2. Poster Number

Author provides:

1. Poster
2. Tacks/Push Pins
3. Return shipping

Poster arrangements will vary, of course, depending on the material presented. However, a sample arrangement for easy viewing is illustrated below.

47 inches ⇄ x 47 inches ⇄

Title, Authors, Affiliations		
FDA & Financial Disclosure		
Objectives	Results	Illustrations
<div></div>	<div></div>	<div></div>
Methods	Conclusions	
<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>

HELPFUL HINTS

- Make poster presentations as self-explanatory as possible
- Data displayed clear and concise
- Photos, figures, diagrams, charts to reflect pertinent points
- Legible – large enough print to be read 4' – 6' away
- Avoid abbreviations and acronyms without giving their full form
- Avoid using entirely capital letters in all instances except short titles, otherwise the text will be too difficult to read

Color:

Color is very useful for creating interest and accentuating specific parts of any presentation. Use only a few common colors. Generally, it is best to use light lettering (e.g., white, yellow, golden yellow, ivory, light blue) on dark backgrounds (e.g., royal blue, navy blue, teal green, forest green or purple). Colors like red, magenta, and orange can work well as accents, but they are too "hot" for use over large areas of a display.

Fluorescent colors, while eye-catching, do not carry the professional image you want to project. Most importantly, make sure the color combinations you select are visually appealing.

Artwork and Lettering:

Creative artwork with an uncluttered layout will encourage attendees to stop and examine your poster presentation. Use self-explanatory drawings, photos and charts to express ideas. When captions are used, limit them to a few sentences.

Do Not:

- Simply enlarge your abstract
- Be overly ornate
- Use more than your allocated space

Please call the OTA staff office, 847-698-1631, M-F 8:00 am-5:00 pm Central or email: spellman@ota.org with any questions.
