INSTRUCTIONS FOR THE PREPARATION OF POSTER PRESENTATIONS

FORMAT

- Posters *must* reflect the material summarized in your abstract.

- Preferred Poster size is **42 inches height by 45 inches width**. The overall poster board is 96" horizontally (width) x 48" vertically (height) with two posters displayed on each side of the board.

- Each board will be identified by a number corresponding to the number of the poster listed in the Program Book and on the mobile app.

- It is a good idea to have business cards available at your poster.

SET UP and DISMANTLE

Posters will be displayed in North Hall A-C of the Phoenix Convention Center.

Poster Session 1 Set Up/Pick-up

Friday, February 7 2:00 pm – 6:00 pm
Saturday, February 8 7:00 am – 10:00 am

Poster Session 1 Removal

Sunday, February 9 5:00 pm – 7:00 pm

If you do not remove your poster by 7:00 pm you will have to wait until the hall opens on Monday morning at 7:00 am to claim your poster.

Poster Session 2 Set Up/Pick-up

Monday, February 10 7:00 am – 10:00 am

Poster Session 2 Removal

Tuesday, February 11 1:00 pm – 2:00 pm

The Following posters will be displayed all four days, Saturday – Tuesday

- **NIRA Finalist**
- **Future Faculty**
- **Postdoctoral Fellow**

Please Note:

- Poster numbers for both Poster Sessions 1 & 2 will be posted only on the poster boards during the appropriate Poster Session days. Poster Session 1 poster numbers displayed on **Saturday and Sunday**. Poster Session 2 poster numbers displayed on **Monday and Tuesday**.

- It is the ORS policy that accepted posters must be on display for the assigned poster session. We will be checking to make sure posters comply with the ORS policy.

Poster Presenter Hours (REQUIRED TIME TO STAND BY POSTER)

Authors, are required to stand at their poster to answer questions during the specified time indicated below. *Authors may stand at their poster during additional breaks if they wish or switch a day if they have more than one even or odd number poster in same poster session.*

Poster Session 1 (NEW for 2025 both EVEN and ODD # posters will be presented on same day)

Saturday, February 8
6:00 PM – 6:45 PM **Even** numbered poster presenters
6:45 PM – 7:30 PM **Odd** numbered poster presenters

Poster Session 2 (New for 2025 both EVEN and ODD # poster will be presented on same day)

Monday, February 10
5:30 PM – 6:15 PM **Even** numbered poster presenters
6:15 PM – 7:00 PM **Odd** numbered poster presenters

POSTER GUIDELINES

Authors must provide the following:

- A HEADING that includes the title, authors, and affiliation. This also needs to include author disclosures and conflict of interest (COI). It is recommended to include email address of the presenting author on the poster. 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 from four feet away.

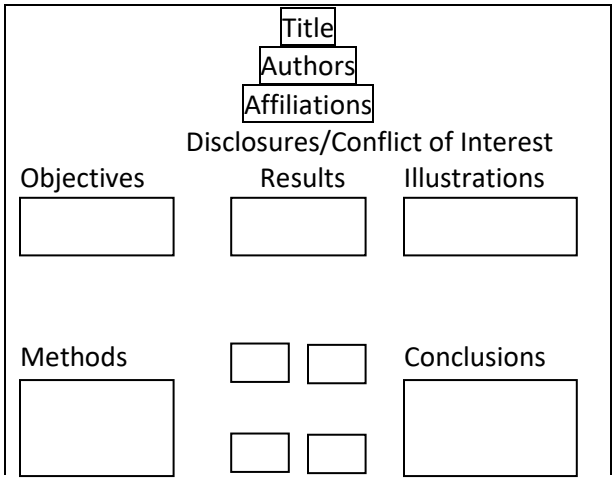
Posters must reflect the material summarized in your submitted abstract.

Poster arrangements will vary depending on the material presented.

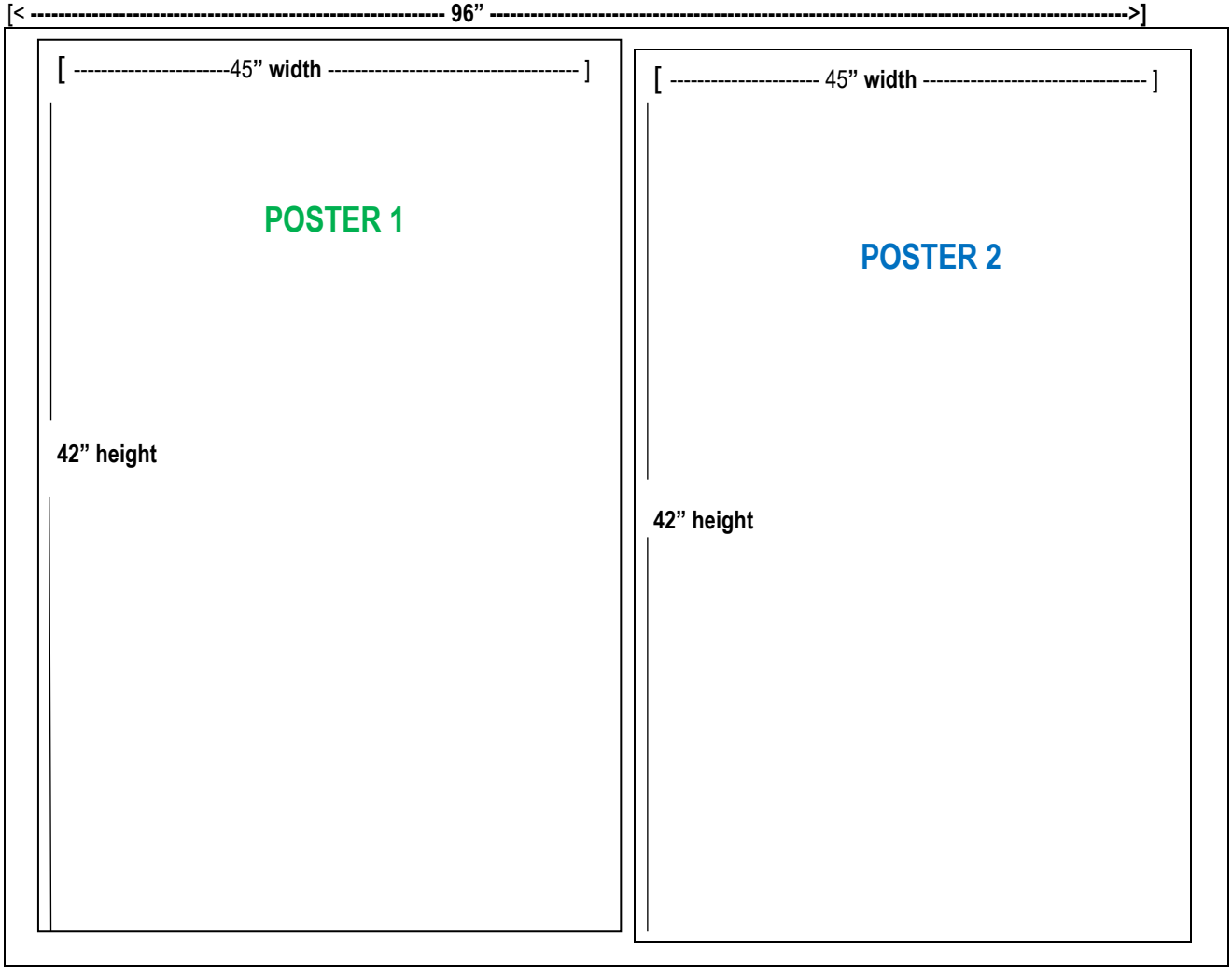
ORS provides:
1. Poster Board
2. Poster Number

Author provides:
1. Heading
2. Authors and Disclosures/Conflict of Interest
3. Graphs, Figures, Text

42” ⇳ x 45”⇹



Poster Board is 96” width x 48” height (96” horizontal (width) x 48” vertical (height))
The preferred poster size allowed is 42” height x 45” width. This will allow for two posters per board.



Helpful Hints

- Make poster presentations as self-explanatory as possible;
- Data displayed should be clear and concise;
- Photos, figures, diagrams, charts should reflect pertinent points;
- Posters should be legible – large enough print to be read 4’ to 6’ away;
- Avoid abbreviations and acronyms without giving their full form;
- When captions are used, limit them to a couple of sentences.
- Avoid using all capital letters 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. In general, it is best to use light lettering (e.g., white, yellow, golden yellow, ivory, light blue, cyan) 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 couple of sentences.

Do Not

- Simply enlarge your abstract
- Be overly ornate
- Bring x-rays, (viewers won't be able to see them clearly)
- Use more than your allocated space.

Poster Presenter Ribbon: Presenter Ribbons will be on tables throughout the poster hall by the poster boards. The presenting author should wear this ribbon during the meeting and specifically during the poster sessions, for easy identification. You may also pick one up at the Ribbon Wall location by the Registration area.

Push Pins for Posters: Pushpins will be available on the tables throughout the hall for you to hang their poster.

Empty Poster Tube Storage: Labels to mark your empty poster tube are available at the end of the poster aisles throughout the hall. Mark the tubes with your poster number and your name. Place the empty tube in the bin next to the table. The bins will be returned at the beginning of the tear down for the poster session.

POSTER PRINTING SERVICE

ORS will offer a Poster Printing Service through a third-party, Genigraphics LLC. POSTER presenters (presenting authors) will receive an e-mail in late November/early December with information on the Genigraphics LLC Poster Printing Service. The email will come from info@genigraphics.com Poster presenters wanting to take advantage of this service will be able to pick up their poster upon arrival to the Phoenix Convention Center or arrange for the poster to be printed and hung/displayed for presenters not able to travel to Phoenix.
The maximum size for a poster printed through the service will be 42“x 45”.
For free templates, pricing, and ordering of poster services, visit www.genigraphics.com/ORS