



## Poster Presentation Guidelines

1. Many posters can be designed using a PowerPoint slide template.
2. Posters should be well laid out and formatted, visually appealing with the use of color, and present a professional image.
3. Keep in mind that your information must be concise; focus on summarizing the information of your presentation.
4. Select the most notable aspects of your research or program because not all the information can be presented.
  - For presentations on research, usually the Results and Discussion sections are the emphasis of the poster presentation. Next in emphasis would usually be the Conclusion, Methodology, Abstract, and Literature Review.
  - For program presentations, the emphasis should be on Program Purpose (who is it for - population), stated Objectives of the Program, Results of Program (data on gains, changes, etc.). Next in emphasis is Summary of the Program (including frequency, duration, number of clients served, description curriculum/activities/focus/materials used) and Conclusion (will this program continue? What are the next steps?)
5. The overall poster size will be 3 feet tall by 4.5 feet long (please see sample photo). Leave about 4 to 8 inches between the columns of your poster.
6. The most natural way for a reader to proceed is left to right, so begin your abstract in the upper left corner and end with your Conclusions or Summary in the lower right corner.
7. Arrange your material in columns that can be read top to bottom. Thus, a viewer can read the far-left column, then step to the right to read the next section, which will allow another viewer to start reading the first column. Leave a reasonable amount of space between columns (at least 6-8 inches).
8. Don't put key information (e.g. a photo or table of results) at the very bottom of a column so that a reader must squat down to see the information clearly.
9. Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use colored backgrounds to delineate sections

# Research Posters

## *Title*

\_ As a general guideline, the title should be no more than 10 words. The title should be a label, not a sentence.

\_ Place author names under the title; don't forget to include the appropriate credentials after the names. Include the sponsoring institution or worksite under the presenters' names.

\_ Center both the title and the names at the top of the poster.

\_ The title should be readable from a distance of 20 feet, be bold and dark, and be in a non-serif or almost-non-serif font (i.e., Arial, Comic Sans, Berlin Sans, Tahoma). Reasonable font sizes might range from 135 point to 210 point.

\_ Author names should be readable from a distance of 10 feet and be in a bold and dark font in non-serif or almost-non-serif fonts. Reasonable font sizes might range from 72 point to 150 point.

## *Headings of each section of the poster (i.e., Abstract, Methodology, Discussion)*

\_ Use consistent font style for all headings.

\_ Use non-serif font (i.e., Arial, Comic Sans, Lucinda Sans).

\_ Use the boldest and darkest font possible.

\_ Make font size large enough to be easily read from a distance of 4 feet. Reasonable font sizes might range from 48 point to 60 point.

## *Text*

\_ Use consistent font style for all text.

\_ Use non-serif font (i.e., Arial, Comic Sans, Lucinda Sans).

\_ Use the boldest and darkest font possible.

\_ Make font size large enough to be easily read from a distance of 4 feet. Reasonable font sizes might range from 24 point to 36 point.

\_ Use double-or 1 1/2-spacing (in MSWord, hit the "Control" key + the number "2" key for double-spacing or "Control" + "5" for 1 1/2spacing).

## *Abstract*

\_ Be sure to include the following: Objective–Statement of the Problem or Research Question(s), Brief Methodology, Results, Discussion, and Conclusion.

## *Background or Literature Review*

- \_ Should be one to two paragraphs in length.
- \_ Highly synthesized section—abbreviated Introduction and literature review section ending with the purpose, hypothesis or research question, or research objective.

## *Methodology*

- \_ Include design, participants, instrument(s), and procedures.

## *Results*

- \_ Should comprise majority of poster. Although often one of the shorter portions of a written paper, it is the major portion of a well-designed poster.
- \_ Include main findings.
- \_ Report factual data in enough detail to support conclusions drawn.
- \_ Factual data should be followed by tables and figures.
- \_ Tables and/or figures will have greater visual appeal if they are in color. Be sure and label or title each table or figure or note explanation at the bottom of the table or figure.
- \_ May relate results with research question(s) if not in Discussion section.

## *Discussion*

- \_ May relate results with research question(s) if not in Results section.
- \_ Include interpretations of the results.
- \_ Include a concise comparison with literature reviews.
- \_ Include research or practice implications.

## *Conclusion*

- \_ Include summary of findings and implications.
- \_ Identify future lines of inquiries or research.

## Clinical Posters

*Title*

*Abstract*

*Background:* Description of a problem/issue the program is intended to address. What need does this program address.

*Program Description:* Description of the program being implemented, the personnel involved in the delivery of the program, the population served, unique features of the program. Methods that were used to assess the outcomes of the program.

*Program Assessment:* Report on the results of the program assessment (i.e., what did you observe about the program, did it work, did it not work, did new issues arise, etc.?) what modifications might you make based on this assessment.

*Limitations:* Limitations of the program or other factors that might have affected outcomes of the program, consider ways it could be modified.

*Discussion:* Suggestions for future implementation of the program, possible expansion of the program and/or how the program could be implemented at other sites.

*Implications* for occupational therapy and/or the treatment of individuals with sensory processing challenges.

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