HOPA Poster Information and Specifications

HOPA 2023 Annual Conference:
- **Submission deadline for all accepted final poster files: March 19, 2023 at 11:59 pm CDT**
- HOPA Annual Conference: March 29 - April 1, 2022. Phoenix, AZ.
- Poster Session dates/times will be shared later, but will occur March 30-31

Traditional Paper Posters – Trainee Research Only:
- All Trainee Research presenters should plan to create a paper poster.
  - This includes the Trainee Top Ten as well. Trainee Top Ten will also create e-Posters. See below.
- Presenters will be responsible for printing, transporting, hanging and taking down their own posters
- Poster display boards will be 4 feet high x 8 feet long (48" x 96"), landscape format
- Maximum poster size should be **4 feet high x 8 feet wide (48" x 96"), landscape** format, single page
- Your final poster should be submitted to HOPA as a PDF file for display in the online conference materials.
  - Save your PowerPoint as a PDF: "File > Save as" or "File > Print > as .PDF" option. Find more tutorials at https://support.scigentech.com/support-center/.

e-Posters – Completed, Late Breaking and Trainee Top Ten:
- E-Poster refers to an electronic poster presentation format. e-Posters will be reserved for Completed, Late-Breaking and Trainee Top Ten posters.
- Use PowerPoint, and set the dimensions of your slide to: **73 cm (28.5 in) high x 140 cm (55 in) wide, landscape orientation,** single page. When complete, save as a PDF.
- Your final poster should be submitted as both a PDF file (for the online conference materials) as well as a JPG image file (for the e-Poster kiosks at the conference).
  - Save your PowerPoint as a PDF and JPEG:
    - "File > Save as PDF" or "File > Print > as .PDF"
    - "File > Save as JPEG"
    - Find more tutorials at https://support.scigentech.com/support-center/.

File Naming Convention:
- When submitting your poster files, please use the following file naming convention:
  <p style="text-align:center">PosterNumber_LastName
(i.e. TR01_Smith)</p>
- Poster numbers will be assigned and shared in February 2023

Poster organization:

- Title – Large lettering, use exactly the same title as on the abstract
- Authors – List all authors, their place of work (institution/affiliation), town or city, and country
- Introduction – A brief introduction to the study and a clear background; this should introduce the topic to those who are not as familiar with the area
- Objectives – Clear measurable objectives of the study should be described
- Methods – Briefly outline key methodology, data gathering, or any experimental work
- Results – Present main results, ideally as figures, graphs, or tables; these must be easily understood. If results are not completed, include statement similar to "Results pending".
- Discussion – A concise explanation of findings.
- Conclusions – Significance and impact of results and future directions of outcomes should be provided
- References – Cite these at the end of the poster
- Disclosure of financial interests.
- It is suggested that the text and tables be organized into 4 to 5 columns on the poster
- Do *NOT* include your abstract

Presentation Tips:

- Ensure that text is large and clear so that the poster can be read from 6 feet away. Use figures, graphs, and tables wherever possible.
- Make sure your text and background have **contrast** (dark lettering on a light background or the reverse). Avoid a busy background.
- For posters to be read at a distance, a minimum 24-28 point size (or bigger) for body text fonts is used, to ensure optimal legibility from the usual distance of 3-5 ft. Larger text (up to 32 pt size) will provide a comfortable reading from a greater distance, up to 8 ft.
- Select a font that is clean and readable, preferably sans-serif fonts for body text – please be consistent with your font choice.
- Images should be .jpeg or .png file formats in a resolution of 72 or 96 dpi.
- **Do not use** animations, special effects, or videos.

Optional: Creating a Multi-Slide e-Poster:

- *For e-Posters only* - While NOT required, e-Poster presenters have the option of creating a multi-slide poster (2-5 slides) to enhance the flow of the poster design. Please keep in mind that presenters will be allotted limited time to display their poster.
- Example multi-slide layout:
  - Slide 1: Introduce and elucidate your methods and objectives
  - Slide 2: Include your results
  - Slide 3: Display data from your project in the form of tables and/or charts
  - Slide 4: Offer your conclusions, references and disclosures
  - *This is not the required format, but a suggestion to enhance flow and clarity.*
- With multiple slides, you can allow for more open space to focus your viewer's attention on select information.
- As in the above e-Poster guidelines, be sure to use high contrast, consistent font and a minimum of 24-32 point size and 72 or 96 dpi for imagery.