

American Thoracic Society

International Conference

Poster Guidelines (*for authors in Poster Discussion Sessions, RAPiD Poster Discussion Sessions, and Thematic Poster Sessions*)

Poster presentations provide an opportunity for interchange of ideas between the presenter and audience. The poster should be outlined so the research can be understood without an oral explanation as a poster will also be viewed when the author is not present. **Presenter should NOT prepare a PowerPoint presentation.**

Disclosure of Commercial Support and Relevant Financial Interests: Posters must briefly acknowledge:

- any commercial support of the original research presented;
- any financial interests held by the first, last, and corresponding author of the research presented, and the poster presenter if different, in a commercial entity that is relevant to the subject matter of the original research presented, within the past 12 months.
- This disclosure statement is commonly positioned in a box in the lower right of the poster.
- For poster disclosures the ATS defines commercial support as: any funding or in-kind support provided by a commercial entity to the authors noted above, or their institutions, in direct support of the original research presented. (Support provided by providers of clinical service directly to patients, such as authors' institutions, is not regarded as commercial support and does not require disclosure.)
- For poster disclosures the ATS defines relevant financial interests as including: 1) Any compensable services provided by the authors noted above to a commercial entity that has business interests relevant to the original research presented, such as a pharmaceutical company or medical device company, product manufacturer, investment firm, or law firm representing a relevant commercial entity, even if uncompensated. Examples of common industry-compensated types of relationships are consulting, advisory committees, speaking, expert testimony commissioned by a relevant company or its agents, travel support, and in-kind provision of equipment or services. (2) Any equity interests in an entity relevant to the original research presented, including stock, stock options, or other ownership interest, excluding general mutual funds; (3) Any intellectual property rights held directly by an author that are relevant to the subject matter of the original research presented, such as a patent, whether granted or pending, or a copyright.
- Poster disclosures should consist of the author's name followed by the name of the company involved and the type of relationship involved). Disclosures should not use company logos or brand or proprietary drug or device names.

SESSION:

Scheduled abstracts will be grouped in themes.

Set-Up:

- Each poster board is numbered sequentially in the room/area of your session
- Locate your assigned poster board and assemble your poster at the following times:
 - AM Poster Discussion Sessions: 8:00-9:00
 - PM Poster Discussion Sessions: 1:00-2:00
 - Wednesday AM Poster Discussion Sessions: 7:00-8:00
 - Wednesday PM Poster Discussion Sessions: 10:00-10:45
 - Thematic Poster Sessions: 8:00-8:45
- Pushpins will be provided in the room/area.

Discussion Times:

Authors in Poster Discussion Sessions

- Remain in session room for entire session

Authors in Thematic Poster Sessions

- Be ready by your poster from 11:30am-1:15pm
 - Discussion with facilitators, authors, and attendees: 11:30-12:30
 - Viewing period: 12:30-1:15

Take-Down:

- Please disassemble your posters/posted materials by the end of the day.
- Any materials left on the poster board at the end of the session will be removed and discarded.
- **ATS will not be responsible for posters left at the end of session.**

DESIGN:

Poster Board Dimension: Surface of the Board: 4 feet high and 8 feet wide [1.22 meters and 2.44 meters].

Recommended Poster Sizes:

- 48" w x 36" h (122cm w x 91cm h)
- 60" w x 36" h (152cm w x 91 cm h)
- 72" w x 36" h (183cm w x 91 cm h)

Header: Prepare a headline that identifies your research to be mounted at the top of the poster board. Lettering should be 1 ½"[3.81 cm] high or more. Include authors and their affiliations under the header.

Organization: The key is to achieve **clarity** and **simplicity**. Do not overload the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs and photographs when appropriate; keep text brief. It may be helpful to have materials pre-mounted on mounting boards.

All materials should be legible from a distance.

Typography: Avoid using abbreviations, acronyms and jargon. Do not use industry logos or brand names. Font should be consistent throughout.

QR Codes: It is appropriate to include QR Codes to link the audience to the poster data or a printable poster pdf. It is not acceptable to include QR Codes that link to an institution or company website.

Completion:**Now ask:**

1. What do I want the viewer to remember?
2. Is the message clear?
3. Do important points stand out?
4. Is there a balance between words and illustrations?
5. Is the pathway through the poster clear?
6. Is the poster understandable without oral explanation?

Poster Printing and Pickup*

Printing Services will be available on site via FedEx. Poster pick-up will only be available to those using this service.

Authors who are not using FedEx will be responsible for bringing their posters with them. Posters may not be mailed in advance to the conference venue.

*This service is provided by FedEx, an outside vendor. ATS is not responsible for posters ordered at FedEx.

Additional information will be available in April.