

## Poster Preparation Guidelines

When preparing your poster for presentation at the 49th SMBS / 45th PEDCS / 34th SEPS / 2nd HTMAS / PIB Joint Subcommittee Meeting, please adhere to the following guidelines.

### Size Limitations:

Your poster will be placed on a tripod easel. Consider this when selecting size and material.

- Suggested size: 24 x 36 inches  
*To ensure it will fit on an easel, your poster should not exceed 36 x 48 inches.*
- Suggested material: foam board  
*To ensure it can stand up on an easel, your poster should be made using a sturdy but lightweight material.*
- Poster orientation can be set to either landscape or portrait.

### General Suggestions:

There are no absolutes in poster preparation. Your subject matter, imagination, and spatial constraints will guide you better than any set of rules. However, there are a few things you may want to consider before setting up your display.

- The audience should be able to understand the poster's concept even if the presenter is not standing beside the display.
- The title should be placed on your display.
- Type size large enough to read from several feet away
- White space and an uncluttered design to emphasize the subject matter
- A straightforward organization or flow
- Charts, drawings, and illustrations should be clear.

### Poster Creation:

Poster creation is the responsibility of the author and is not available through JANNAF. If you wish to have your poster printed in Charlotte, the closest FedEx Office Print & Ship location is a 3 minute drive from the hotel, at 230 E W.T. Harris Blvd, Charlotte NC 28262. Phone: 704-548-0867.

### Poster Shipping Information:

If opting to ship your poster, it should arrive at the hotel NO EARLIER THAN Friday, **6 December**. Packages that arrive prior to that date will not be accepted. Neither ERG nor the hotel are responsible for packages damaged during shipping or while stored at the hotel. *Address poster package as follows:*

**Hilton Charlotte University Place**  
**ATTN: Kimberley Kalisch / (HOTEL GUEST NAME)**  
**8629 JM Keynes Dr**  
**Charlotte, NC 28262**

If you would prefer not to print your poster in Charlotte or ship it to the hotel, foam board will be available onsite at the Registration desk but must be requested in advance by emailing [meetings@erg.jhu.edu](mailto:meetings@erg.jhu.edu).

## Additional Poster Details

### Poster Session Information:

Posters will be displayed in the Glenwaters room at the Hilton Charlotte University Place beginning Monday, 9 December 2024. The poster session will be held on Tuesday, 10 December 2024, from 6:00 - 7:00 p.m. EST.

- Poster presenters must remain present by their posters for the duration of the Tuesday evening poster session.
- Presenters may set up their posters in Glenwaters **no earlier than** 10:00 a.m. EST on Monday.

### Publication:

Poster presenters may opt to submit a paper to be published for their poster. A JANNAF Publication Clearance Form is required in order for a paper to be published to the JANNAF Digital Online Collection (JDOC).

- Papers: <https://www.jannaf.org/mtgs/2024Dec/pages/papers.html>
- Publication Clearance Forms: <https://www.jannaf.org/mtgs/2024Dec/pages/pubclrform.html>

**For additional poster information, visit: <https://www.jannaf.org/mtgs/2024Dec/pages/posters.html>**