

# ATS Poster Guidelines

## International Conference Poster Guidelines

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

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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.** \*Authors whose abstracts are programmed in RAPID Poster Discussion Sessions are the exception as they are expected to both present a physical poster and prepare a 1-slide presentation.

### **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:** Authors may include QR Codes on their posters only if they link to a PDF version of poster. QR codes may not link to an institution or company website.

Posters should be in **LANDSCAPE** format

### **PRESENTATION**

Accepted abstracts and case reports that are programmed into Poster Sessions can be programmed into either Poster Discussion Sessions, or Thematic Poster Sessions. **Please refer to the guidelines based on the session type. If of your session type, refer to your acceptance notice.** If your abstract is programmed as an oral presentation (in a Mini Symposium), you do not need to create a physical poster.

### **POSTER DISCUSSION SESSIONS (including RAPID Poster Discussion Sessions)**

**Set-Up:**

- Each poster board is numbered sequentially in the session room (*NOTE: poster discussion sessions are held in session rooms, not the poster hall*)
- Pushpins will be provided in the room
- Locate your assigned poster board and assemble your poster at the following times:
  - AM Poster Discussion Sessions: 8:00am-9:00am
  - PM Poster Discussion Sessions: 1:00pm-2:00pm
    - Wednesday AM Poster Discussion Sessions: 7:00am-8:00am
    - Wednesday PM Poster Discussion Sessions: 10:00am-10:45am

**Discussion Times:**

- Authors are expected to remain in the session room for the entire session

**Take-Down:**

- Please disassemble your posters by the end of the session
- 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.**

**THEMATIC POSTER SESSIONS****Set-Up:**

- Each poster board is numbered sequentially in the poster hall. First look for your AREA, then find your poster board number
- Pushpins will be provided in the poster hall
- Locate your assigned poster board and assemble your poster on the day your poster is programmed at the following times:
  - Recommended set up time: 8:00am-8:45am
  - Posters should remain up on their boards for the entire session duration: 9:15am-4:15pm

**Discussion Times:**

- Authors should be by their posters 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 by the end of the session, at 4:15pm.
- 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.**

**BEST PRACTICE GUIDELINES****When creating your posters, ask:**

- What do I want the viewer to remember?
- Is the message clear?
- Do important points stand out?
- Is there a balance between words and illustrations?
- Is the pathway through the poster clear?
- Is the poster understandable without oral explanation?

**POSTER PRINTING AND PICK UP\***

Printing Services will be available at a nearby FedEx location. 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 about Poster Printing and Pickup will be available in April.

**QUESTIONS?** Contact [abstracts@thoracic.org](mailto:abstracts@thoracic.org)