

GUIDELINES FOR *Poster Presentations*

2018 CSTE
Annual
CONFERENCE

GENERAL GUIDELINES

Poster presentations are a visual illustration on a poster board that summarizes findings by way of limited text, graphics, and photographs. Presenting authors hold discussions with attendees who circulate among the poster boards. **Sessions do not have audio-visual equipment, telephone conferencing equipment, telephone lines, or internet lines available.**

All presenting authors and moderators are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium, or reimbursement for presenting authors or moderators attending the conference. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.



PRESENTATION TIME

Presentations are held during the morning and afternoon breaks for 30 minutes of information sharing and discussion.

Each poster board is assigned a number that will correspond with the poster presentation. Posters will be displayed for a day and one-half starting on Sunday until Wednesday. Presentation times can be accessed through your online invitation information in Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation e-mail. Poster board number assignments will be available in the electronic agenda and app. Posters left overnight on Monday or afternoon noon on Wednesday will be removed and discarded.

Presentation Date	Display Start	Display End
Poster Award Finalists	Sunday at noon	Wednesday at noon
Sunday at 3PM	Sunday at noon	Monday at 4PM
Monday at 10AM	Sunday at noon	Monday at 4PM
Monday at 3:30PM	Sunday at noon	Monday at 4PM
Tuesday at 10AM	Tuesday at 7:30AM	Wednesday at noon
Tuesday at 3:30PM	Tuesday at 7:30AM	Wednesday at noon
Wednesday at 10AM	Tuesday at 7:30AM	Wednesday at noon



Important Dates

4-27-18 Invitation Response

6-1-18 Handout Upload



HANDOUTS

Handouts are not a requirement; however, if you want to distribute handouts during the session, we recommend you bring plenty of copies with you. Handouts may also be uploaded through Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation email. **Handouts may be uploaded online by 11:59PM EST on Friday, June 1, 2018 or after the conference.**



PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials.

QUESTIONS Contact the CSTE national office at (770) 458-3811 if you have questions that are not addressed in the guidelines or the CSTE website.

POSTER PREPARATION



Poster presentation materials must fit within the poster board display area of **4 ft tall x 8 ft wide**. The board is oriented in the landscape position (*long dimension is horizontal*).



Posters should be designed using appropriate font sizes so they can be easily viewed from **3 ft away**.



Recommended fonts are san serif font, such as Arial, because san serif fonts are easier to read than serif fonts, such as Times New Roman.



Posters general read from left to right, and top to bottom. Use arrows, numbers, letters or arrows to indicate preferred viewing sequence to attendees.



Keep your text to a minimum. Your emphasis should be on graphics, charts, graphs and photos.



Include your name, address and phone number or distribute business cards in case an attendee wants additional information.



Use a **mailing tube or portfolio case** for transporting your poster to the conference. Most presenters carry their poster with them, but if you want to ship your materials ahead, you must ship them to yourself in care of the hotel at which you will be staying.



Pushpins will be provided for you to attach your materials to the poster board. The use of glue, tape or staples is not allowed.



BE PREPARED to answer questions or discuss topics with attendees.

OUTSTANDING POSTER PRESENTATION AWARDS



Award finalists must display their poster during the entire conference from Sunday at noon through Wednesday at noon. The Review Committee will score award finalists onsite, so presenting authors should not remove their poster after presentation unless they must leave the conference early. CSTE will recognize the work of poster presenters by offering up to five awards, one for each CSTE Steering Committee, which includes Chronic Disease/MCH/Oral Health, Cross-Cutting/Substance Abuse, Environmental Health/Occupational Health/Injury, Infectious Disease and Surveillance/Informatics. CSTE will award an individual certificate in each category. Award recipients will be announced post-conference.

INVITATION RESPONSE AND WITHDRAWALS



Formal letters of invitation are sent by e-mail from the CSTE national office by **March 23**. Presenting authors should respond to the invitation online. All presenting authors are expected to register for the conference and pay related fees. **Your response to the invitation to present is required no later than 11:59PM EST on April 27, 2018. Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author.** Presenting authors that fail to respond by the deadline will be considered accepted and expected to present.

Withdrawal of an accepted abstract must be made no later than 11:59PM EST on April 27, 2018 by contacting scClinton@cste.org. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.