NATA RESEARCH & EDUCATION FOUNDATION
Free Communication Program Guidelines & Recommendations

Poster Presentations

The NATA Research and Education Foundation will not allow any presentation, or distribution of any material, which contains information that may be interpreted as an attempt to promote any specific company, product or service.

Prepare your Poster:

Your poster should be *no more than 44" high and 68" wide* (poster board frames are approx. 4' X 6'). Organize your title, purpose, methodology, results, implications, disclosures/conflict of interest, etc. in an appropriate manner that best conveys the content of your study. *The actual abstract should not be included on the poster.*

Some tips to consider when preparing your poster:

- Large amounts of text and overly detailed descriptions of methodology tend to detract from other aspects of your presentation.
- Text should be of a font size and type that can be read from at least 4 feet away.
- Borders, background, and other visual/aesthetic elements of the poster should be placed to enhance interpretation of the material presented.
- Tables, graphs and/or other figures should be used whenever possible but should be high resolution and clearly labelled for easy viewing.
- We encourage the use of QR codes or other similar methods for enabling attendees to utilize smartphone technology to link to laboratory webpages, investigator contact information, video files to demonstrate methods, etc.
- The conclusion/implications section should include a clinical take-home message.
- All presentations should include a statement regarding any disclosures, conflicts of interest, or external funding source. If there are not disclosures, then please indicate that "The authors have no conflicts of interest to report".
- Ideas for innovative poster designs can be found by searching "Better Poster" in the search engine of your choice.

Display your poster

Your acceptance letter from the NATA foundation contains all pertinent information about when and where to mount your poster in the poster hall. In brief, your poster will be displayed for the entire conference while you stand next to and present your poster at the predetermined time. Make sure you know where the poster session is located within the convention center. If you are having difficulty with finding or accessing the poster area, refer to the final convention App or ask someone at convention registration.

You will be assigned a number for your poster presentation. Your poster must be mounted on your assigned poster board frame with the specific number corresponding to your poster presentation. Posters should be attached to the board with pushpins. Tape and other

adhesives will not adequately stick to the surface of the poster board.

Present your poster

This is the most important part! Your acceptance letter from the NATA foundation contains the exact time for your poster presentation. This time should also be listed in the convention app. During your presentation time, the presenting author of the abstract must stand by the poster for the entire designated time to allow for poster session attendees to review your poster and ask questions. As presenting author, you are required to be present at your poster display for 55 minutes (as specified in your acceptance letter) to answer questions from attendees.

After Your Presentation

Information about the end of the poster session can be found in the convention app. Plan to remove your poster on the last day of Convention by 1:00pm. Any presentation materials left in the poster area after the poster session may be discarded. The NATA Foundation is not responsible for posters or other presentation materials left in the poster area.

If you have questions about your presentation, please email Velma Meza at velmam@nata.org or, once onsite, contact Foundation staff at the Foundation booth in the Exhibit Hall.

No-Show Policy

If an abstract presentation, regardless of format (oral or poster), is missed with no notification to the NATA Foundation (i.e., "no show") all authors listed on that abstract will be prohibited from presenting at a Free Communications program at the next annual meeting. For poster presentations, hanging but failing to present your poster for the designated amount of time is also considered a "no show". All authors may submit a written appeal of extenuating circumstances that will be considered by the Free Communication Chair and/ or Committee. Appeals must be received on or before the date that the subsequent Call for Abstracts period opens. Authors with multiple "no show" offenses may be indefinitely prohibited at the discretion of the Free Communication Committee, Research Committee and Foundation Leadership. This policy applies to all presentation types and all author/co-author classifications (faculty, student, staff, etc.).

If you are unable to attend your presentation, please notify Velma Meza (velmam@nata.org) as soon as possible.