

# CRCPD's Poster Presentation Guide

Rev. January 2024

## POSTER CONCEPT

The intent of a Poster Session is to provide a forum for presenting well-thought-out information to conference attendees. This mechanism may be the preferred method where it allows more opportunity for the poster presenter to directly interface with the attendees as opposed to giving a formal presentation during a plenary session. The poster presentation can also serve as an alternate means for sharing the information when time is not available on the conference program. At a minimum, poster presenters should be with their posters during those times that are designated in the conference program as "Poster Visitation."

Poster presenters are provided with a horizontal poster board (usually 4' x 8') and a table, if needed. The poster presenter will "post" to the poster board using appropriate visual information and data that can be viewed at leisure by the meeting attendees. The poster presenter is responsible for providing the allowed mounting materials for their poster (i.e., push pins, thumb tacks, Velcro, etc.) Poster presenters who are in doubt about the appropriate mounting material should contact Mendy Cremeans ([mcremeans@crccd.org](mailto:mcremeans@crccd.org)) at the Office of Executive Director (OED).

## REQUIREMENTS

To enhance the quality of the Poster Session, and in keeping with practices of other organizations regarding poster presentations, following is the Board policy for poster presentations:

- **All proposals for posters to be presented at the CRCPD National Conference on Radiation Control must be submitted to the Poster Review Committee. The Past Chairperson and Chairperson-Elect are members of the Poster Review Committee:**  
*(Note: In the event that the Past Chairperson and the Chairperson-Elect cannot agree on a proposed poster, the CRCPD Chairperson will cast the deciding vote.)*

## **Steps for all individuals desiring to present a poster at the National Conference on Radiation Control:**

1. At least two month's prior to the conference, or by **March 25** authors are required to submit their posters and title of poster to Mendy Cremeans at [mcremeans@crccd.org](mailto:mcremeans@crccd.org) **for approval by the Poster Review Committee.**
2. Poster proposals are to include the concept, ideas, and structure layout.
3. Approval will be made within two weeks of submission. The poster presenter will be notified of the decision. *(Note: If space is available, the Poster Review Committee can approve posters as late as three weeks prior to the conference.)*
4. Once approval is received, and **at least 30 days prior** to the conference, the author is to advise Mendy Cremeans ([mcremeans@crccd.org](mailto:mcremeans@crccd.org)) at the OED, if any requirements are needed, such as a table, electricity, audio visual, etc.  
***(Note: Each presenter will be provided a poster board at no cost. A table and/or electricity, if required will also be provided at no cost. However, audio visual costs must be paid by the presenter.)***

5. All other presentation material should be submitted to Bruce Hirschler at [bhirschler@crcpd.org](mailto:bhirschler@crcpd.org) by **April 22**, prior to the National Conference on Radiation Control. Poster presentation material may consist of PowerPoint slides including notes, or a detailed summary of the poster material, **short bio and a headshot**. This information is needed electronically for publishing in the National Conference on Radiation Control proceedings that will be made available on the CRCPD website. More information can be found on the attached *Poster Requirements*.

## **GUIDANCE FOR POSTER PRESENTATION**

To ensure an effective poster presentation:

- **Keep a sharp focus** - Establish your objective at the outset. Define it with a simple, non-ambiguous title, and stick to it throughout your presentation. Avoid extraneous details that do not relate to your main point.
- **Present points in logical sequence** - Avoid placing items out of sequence just to achieve attractive design. Haphazard arrangement is a frequent cause of confusion.
- **Avoid complexity** - If you are working with a complicated subject, your poster objective should be to make it as simple and straight forward as possible with good organization.
- **Use your space effectively** - A poster that is too large for its assigned space will be crowded and unattractive.
- **Keep the traffic pattern in mind** - Plan the layout so people can read from top to bottom, moving from left to right. Avoid having horizontal rows that require the viewer to move back to the left side to read through the poster.
- **Make it self-explanatory** - Despite the fact that there will be someone on hand to discuss the poster with viewers at designated times, the poster should include sufficient text and captions to carry its message.
- A poster presentation should be easily read by the attendees at a distance of 3-4 feet. The information may include text from a prepared paper, and should include graphs and data supporting the concepts being presented.
- It is recommended that graphs and charts that support the text generally be made larger and placed at higher elevations, with the text being placed below the graphs and charts.
- All headings should be at least ½ inch in height (36 point) or larger.
- If electronic media, such as a laptop, are used to supplement the poster, they should be arranged so that the projections will not interfere with any individuals who desire to read the poster.
- If audio is used, we recommend that the volume of sound be kept low so the sound does not interfere with individuals desiring to read the information on the poster.
- We recommend that handout material be available and located in a place where it does not interfere with the individuals desiring to read the information on the poster.

## **AWARDS**

Posters will be judged by the CRCPD Board of Directors. Ribbons for first, second, and third place will be awarded.

## **QUESTIONS**

If you have questions regarding the criteria or the submission of your material, please contact Mendy Cremeans via e-mail: [mcremeans@crcpd.org](mailto:mcremeans@crcpd.org) or by phone: 502/227-4543, Ext. 2225.

## **SUBMISSION DEADLINE**

Poster Presentations should be submitted to [mcremeans@crcpd.org](mailto:mcremeans@crcpd.org) by **March 25**