



POSTER INSTRUCTIONS

All presentations are on-site only, and all presentations are allocated a certain timeslot. For the timing of the presentations, we kindly like to refer to the conference program online (<https://2023.ispaweb.org/>).

POSTER NUMBERS, SET-UP AND REMOVAL

Posters are assigned by day and session. Find your day/session in the online program (<https://2023.ispaweb.org/program/>). Poster sessions are held during coffee breaks.

Posters that are scheduled during a morning session can be set-up from 8:30 a.m. and should be removed by 13:30. Posters that are scheduled during an afternoon session can be set-up from 13:30 a.m. and should be removed at the end of the conference daily activities.

POSTER PRINTING

You are responsible for the printing of your own poster. See “Poster tips and tricks” for options to print your poster in Bologna

POSTER SESSION GUIDELINES

Please, adhere to following format guidelines when preparing your poster:

1. A vertical tack board will be provided. Your poster should fit within specific dimensions. (Note that posters which do not comply with the prescribed format and sizing may be negatively impacted in scoring for poster award, see “best student poster award” session).
2. Poster size = Vertical display, maximum size 100 cm (high) x 70 cm (wide)-
3. Fixing pins will be provided.
4. The poster sessions, once published, will be found on the ISPA conference website, including specific information regarding timetable. Note that attendance at the speaker orientation session is MANDATORY.
5. Be sure to include the following elements on your poster: 1) the title; 2) author names, affiliations, and e-mail addresses. The title of your poster must be in lettering at least 1 in high (have a look on “Poster Tips and tricks”)
6. You should include an acknowledgments’ section to thank colleagues for their help on your project (such as an advisor or fellow students), as well as to mention any disclosures or funding information.
7. Your poster should include a clear statement of the problem you are addressing, essential study details, key results, and conclusions.
8. Text should be minimized as few judges or attendees will have time to read many details. The lettering should be large enough to be legible 5 to 6 ft away.
9. Figures, tables, and scales should be large enough to read and clear.
10. Posters should be self-explanatory; they should not require additional verbal explanations.
11. We advise you not to laminate your poster, as this will complicate attachment.



All poster presenters will be presenting in a chosen room/space (you will be able to find the room downloading the conference program at the ISPA conference website); poster boards will be ready for you in this room. You as a **presenter** will stay **next to your poster during the assigned session** to be able to interact with others about your poster. Presenters are responsible for their own posters. All posters should be removed as instructed. Posters that have not been removed will not be stored by the organization. Please double check the timeslot of your presentation, since minor changes are still possible.

The poster sessions will be visited by many attendees at the conference. As there will be a considerable number of posters in this session, it is important that your poster is clear, concise and well laid out for maximum impact.

BEST STUDENT POSTER AWARD

To be eligible for the best student poster award, poster presenters must be current students (doctoral or graduate) at the time of the abstract submission or must have received their degree during the preceding academic year. Accepted posters for the competition will be presented **on July 6th** (50% during the morning session, 50% during the afternoon session).

An international panel of experienced ISPA members will evaluate the posters. Posters evaluation criteria will be based on the content of the poster, the quality of the visual display of information on the poster, and the ability of the presenter to successfully present the subject matter in the poster session.

The **award ceremony** will take place during the **closing day** of the conference (attendance is strongly recommended).

At the conference:

- The judges are being asked to interview each student during the times listed above. This step is intended to test your depth of knowledge and give you experience in speaking about your work. We suggest you focus your conversation on conveying key points; judges will ask about specific details if they need clarification on any aspects of your work.
- Please be prepared to give an overview of your poster in 1-minute. You will be surprised how fast 1 minute transpires when talking about your work. Walking through your poster and rehearsing what you plan to say even once will greatly improve your communication of key messages. Practice and time yourself to help hone your communication.

Good luck with your presentation!

The ISPA 2023 Local Organizing Committee