



## Tips for Formatting Your PES Poster

- Write your presentation concisely and keep captions brief. The poster should be self-explanatory so that you are free to supplement the information and discuss points raised by questions during the poster session.
- Format of poster should be LANDSCAPE (horizontal).
- Place the heading in large-sized type at the top of the board.
- List the title and all authors.
- All material should be readable from distances of three feet or more.
- You are strongly encouraged to use a typeface that is at least 3/8" high (22 pt. minimum).
- Use bold type to ensure legibility.
- Make all print very dark (preferably block style) on a very light (preferably white) background. Use letters, arrows, numbers, or other devices to show those who will be viewing your poster the preferred sequence in which your poster should be reviewed.
- Charts, drawings, and illustrations should be like those you would use in making PowerPoint slides.
- If photographs are used, have them processed with a matte or dull finish.
- Please clearly print one email address on your poster for attendees to refer to should they have questions or comments at a time when you are not standing with your poster. If you do not wish to print your own email address, please list another email address for an appropriate contact person for your abstract.
- Special Note on Use of Commercial Materials: PES is committed to minimizing commercial bias in poster presentations and handouts. Poster presentations and handouts should not contain any of the following: commercial logos, company names, brand, or proprietary drug names. Only cooperative group, hospital, and non-profit company logos are permitted.
- Your abstract will be listed in the journal, *Hormone Research in Paediatrics* as well as the conference mobile app. Abstracts are published exactly as submitted in the abstract portal and cannot be edited before publication.

## Printing Posters for Presentation

- **Size Limitations for All Posters:** no larger than 47 inches high and 95 inches wide (120 cm high by 240 cm wide). This is the size of the poster board. Do not exceed the size of the poster board.
- Format of poster is LANDSCAPE (horizontal).
- **Photos, Charts, and Graphs:** Charts, drawings, and illustrations should be like those you would use in making PowerPoint slides. If photographs are used, please have them processed with a matte or dull finish.
- **Contact Information:** Please clearly print 1 email address on your poster for attendees to refer to should they have any questions or comments at a time when you are not standing with your poster. If you do not wish to print your own email address, please list another email address for an appropriate contact person for your abstract.
- **Poster Material:** The poster can either be made on 1 sheet (rollup) or in several small sections. Do NOT mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board.

## During the Meeting

- The presenting author (or designee) is required to be present during the scheduled poster session time. *Please review your notification for your designated presentation day and poster number.*
- Use pushpins to hang your poster, which are available onsite at each board.
- You will NOT be allowed to use glue, tape, paint, or staples on the poster boards.
- You may distribute handouts of your poster if you would like. You are responsible for all printing and distribution.
- Remove your poster at the end of the scheduled session.

## Poster Hanging and Removal Schedule

<b>POSTER SESSION 1: Friday, May 5</b>	<b>POSTER SESSION 2: Saturday, May 6</b>	<b>POSTER SESSION 3: Sunday, May 7</b>
<b>Hang between 12:00 - 5:00 PM</b>	<b>Hang between 7:00 - 8:30 AM</b>	<b>Hang between 7:00 - 8:30 AM</b>
<b>Remove after 8:00 PM</b>	<b>Remove after 2:00 PM</b>	<b>Remove after 2:00 PM</b>

*Please Note:* If you do not remove your poster during the removal time, your poster will be automatically removed and placed in the Unchecked Poster Reclaim Bin. Posters left in the Unchecked Poster Reclaim Bin will be discarded at the end of the Annual Meeting.