

# ATS Poster Guidelines

## International Conference Poster Guidelines

*(for authors in Poster Discussion Sessions, RAPID Poster Discussion Sessions, and Thematic Poster Sessions)*

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Poster presentations provide an opportunity for the exchange of ideas between the presenter and audience. The poster should be outlined so the research can be understood without an oral explanation because it will be viewed when the author is not present. **Presenters should NOT prepare a PowerPoint presentation.** \*Authors whose abstracts are programmed in RAPID Poster Discussion Sessions are the exception. They are expected to both present a physical poster and prepare a 1-slide presentation.

### **DESIGN**

**Poster Board Dimension:** Surface of the Board: 4 feet high and 6.48 feet wide [*1.22 meters and 1.975 meters*].

**Recommended Poster Sizes:**

- 48" w x 36" h (122cm w x 91cm h)
- 60" w x 36" h (152cm w x 91 cm h)
- 72" w x 36" h (183cm w x 91 cm h)

**Organization:** The key is to achieve **clarity** and **simplicity**. Do not overload the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs and photographs when appropriate; keep text brief.

**All materials should be legible from a distance.**

**Typography:** Avoid using abbreviations, acronyms, and jargon. Do not use industry logos or brand names. The font should be consistent throughout.

**QR Codes:** Authors may include QR codes on their posters only if they link to a PDF version of poster. QR codes may not link to an institution or company website.

Posters should be in **LANDSCAPE** format.

### **PRESENTATION**

Accepted abstracts and case reports that are programmed into poster sessions can be programmed into either poster discussion sessions, or thematic poster sessions. **Please refer to the guidelines based on the session type. If you are unsure of your session type, refer to your acceptance notice.** If your abstract is programmed as an oral presentation (in a mini symposium), you do not need to create a physical poster.

### **POSTER DISCUSSION SESSIONS (including RAPID Poster Discussion Sessions)**

**Set up:**

- Each poster board is numbered sequentially in the session room. (*NOTE: Poster discussion sessions are held in session rooms, not the poster hall*)
- Pushpins will be provided in the room
- Locate your assigned poster board and assemble your poster at the following times:
  - Sunday – Tuesday Morning Poster Discussion Sessions: 8:00 a.m. - 9:00 a.m.
  - Sunday – Tuesday Afternoon Poster Discussion Sessions: 1:00 p.m. - 2:00 p.m.
    - Wednesday Morning Poster Discussion Sessions: 7:00 a.m. -8:00 a.m.
    - Wednesday Afternoon Poster Discussion Sessions: 10:00 a.m. - 10:45 a.m.

**Discussion Times:**

- Authors are expected to remain in the session room for the entire session

**Take down:**

- Please disassemble your posters by the end of the session.
- Any materials left on the poster board at the end of the session will be removed and discarded.
- **ATS will not be responsible for posters left at the end of the session.**

**THEMATIC POSTER SESSIONS****Set up:**

- Each poster board is numbered sequentially in the poster hall. First look for your AREA, then find your poster board number.
- Pushpins will be provided in the poster hall.
- Locate your assigned poster board and assemble your poster on the day your poster is scheduled at the following times:
  - Recommended set up time: 8:00 a.m. - 8:45 a.m.
  - Posters should remain up on their boards for the entire session duration: 9:15 a.m. - 4:15 p.m.

**Discussion Times:**

- Authors should be by their posters from 11:30 a.m. - 1:15 p.m.
  - Discussion with facilitators, authors, and attendees: 11:30 a.m. - 12:30 p.m.
  - Viewing period: 12:30 p.m. - 1:15 p.m.

**Take down:**

- Please disassemble your posters by the end of the session, at 4:15 p.m.
- Any materials left on the poster board at the end of the session will be removed and discarded.
- **ATS will not be responsible for posters left at the end of session.**

**BEST PRACTICE GUIDELINES****When creating your posters, ask:**

- What do I want the viewer to remember?
- Is the message clear?
- Do important points stand out?
- Is there a balance between words and illustrations?
- Is the pathway through the poster clear?
- Is the poster understandable without oral explanation?

**POSTER PRINTING AND PICK UP\*\***

Printing Services will be available at an on-site FedEx location. Poster pick-up will only be available to those using this service.

\*\*This service is provided by FedEx, an outside vendor. ATS is not responsible for posters ordered at FedEx.

Authors who are not using FedEx will be responsible for bringing their posters with them. Posters may not be mailed in advance to the conference venue.

Additional information about poster printing and pickup will be available in April.

**QUESTIONS?** Contact [abstracts@thoracic.org](mailto:abstracts@thoracic.org)