PharmaSUG 2015 Poster Guidelines

Overview

The following guidelines are specific to the papers in the Poster Section when preparing the poster that accompanies your paper that will to be included in the *PharmaSUG 2015 Conference Proceedings*. (see PharmaSUG 2015 Paper Guidelines). Please note that a poster is not a substitute for a paper, but is a visual presentation that should complement the content of your paper. Your paper should also be able to stand alone as it will be included in the conference proceedings but the poster itself will not. Your final paper should be uploaded into the online paper submission system (https://www.softconf.com/e/pharmasug2015) by **April 03, 2015**.

Poster Guidelines

- You are responsible for printing (except for poster title), delivering (or making alternate arrangements), setting up, taking down, and presenting your poster at appointed times according to instructions from the Posters section chairs.
  - o NOTE: If you are unable to present your poster, you must find someone else to take your place during your scheduled session.

- It is **strongly recommended** that you use the provided Microsoft PowerPoint template (PharmaSUG 2015 Poster Template). The template contains all the sections that are needed in your poster, and it contains the suggested fonts and type sizes for the headers and text in the Poster.

- Refer to the **Sketch of Poster Board (Figure 1)** to get the measurements of the poster board that will be provided for you to display your poster. The boards are covered with a royal blue material. Velcro dots will be available for attaching your poster to the board.
  - o NOTE: The square main panel is separated from the panel by a metal bar. If your presentation is very compact, you may choose to leave the side panel empty. Alternatively, you can use the main panel to present your statement of the problem and solution and the side panel to summarize and discuss your technique. Split your poster according to your particular needs.

- PharmaSUG will provide a poster title and author names on-site that will be placed on this top panel. You should still include your title and paper number somewhere on your poster so that it can be identified if need be.

- If you decide to have supplemental handouts, we recommend that you bring a minimum of 100 copies. Space will be available to leave these during the day, but we suggest that you keep at least 50 copies for distribution during the actual poster session.

- A poster is like an outline, not a novel. Keep the information you present simple and easy to follow. Remember, you will be there to explain it. You can put more detail in the paper you prepare for the *Proceedings*, or you can prepare handouts for the conference.

- It is recommended that text on your poster not be smaller than 1/4" (easily visible from 5 feet) and those important statements and headings be larger. This can be done using enlarging copier machines if typesetting services are not available.

- If using separate PowerPoint slides, use mat board or construction paper to form visual divisions among sections of text.

- Use graphics to make your point where possible. For useful information on what makes a good graphic display see Poster Samples at http://support.sas.com/events/sasglobalforum/2010/includes/poster_samples.html

- Another excellent resource for poster presenters can be found at http://www.nesug.org/Conference/Posters_HelenJeanTalbott.pdf, *Effective Poster Presentations for SAS® User Group Conferences: Recommendations and Techniques*, by Helen-Jean Talbott. This contains guidance on how to carry out poster ideas clearly and effectively and provides practical suggestions on poster design, materials, color, lettering, graphics, and

construction methods.

If you experience software difficulties, please contact your section chair.

Figure 1: Sketch of Poster Board