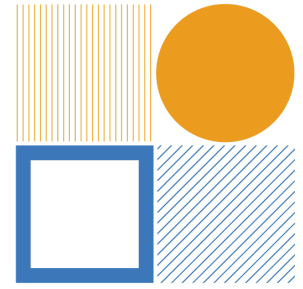# NAPCRG

Preparing and Presenting Your Poster

Preparing and presenting a poster (especially for the first time) can be very intimidating, and we totally get that!

The purpose of this guide is to help you prepare for your poster session in advance and feel confident once you enter the poster hall to present.

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Preparing Your Poster

Display Format and Dimensions

- Board Size: 8 feet wide x 4 feet tall (~2.4 × 1.2 meters)
- Print your poster on heavyweight paper, lightweight cardboard, or fabric so it will be easy to mount.
- Your poster does not need to be printed at a specific size; it only needs to fit within the poster board.
- Arrange content in landscape layout for optimal use of space.

Poster Design Principles

Your poster is a visual story. Aim for a simple, engaging layout that is easy to follow. Since NAPCRG attendees come from diverse professional backgrounds, *avoid using overly technical or scientific language—opt for clear, accessible wording that can be understood by a broad audience.*
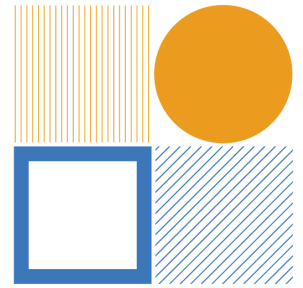
Things to do:

- Use visual aids generously: figures, graphs, diagrams, etc.
- Use large fonts: no smaller than 1 inch (~2.5 cm) high so your poster is readable from 3–6 feet (~1-1.5 meters) away.
- Avoid overly saturated colors and ensure there is good contrast between background and font colors for readability.
- Use lists or phrases instead of full sentences.
- Number each panel clearly in the top-right corner to guide viewing order.
- Display your poster at eye level whenever possible.
- Aim for connection and flow between panels — make the progression of ideas clear.
- Presenters should seek assistance from their own facilities for submitting artwork and other materials required for poster presentation processing.

Things to avoid:

- Long paragraphs — limit overall text to 25 lines or fewer.
- Unnecessary abstract panels — they're not required and discouraged.
- Overcomplicated charts:
  - Max 4 rows/columns per table
  - Max 3 components per graph
  - No 3D or double Y-axis graphs

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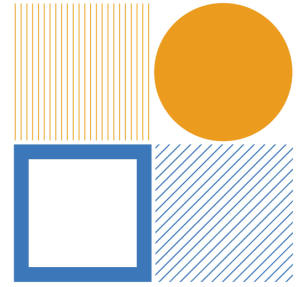It's conference time! You've arrived at the poster hall during the designated setup time—now what?

As you walk in, you'll see rows and rows of poster boards—it might feel a little overwhelming at first, but don't worry, you've got this!

Start by finding your assigned poster board number. For NAPCRG conferences, poster numbers are listed online under the Session Search Tool for the specific conference and typically look like "**P001**," "**P425**," etc.—a capital letter followed by a number.

The layout of the hall generally begins with the lowest numbers at the front and increases as you move toward the back. The numbers "snake" through the rows, so take your time and follow the sequence to find your spot. And if you need help finding your spot, don't worry a staff member or veteran NAPCRG member will be nearby and happy to help!

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Once you have found your poster board, there are two important things to notice:

1. Where your poster number is located.
2. Where the provided poster mounting supplies are (like push pins).

Poster number

Poster mounting supplies

Helpful tip: If you notice there aren't mounting supplies by your poster board, try to find a staff member to get you more—instead of taking from the boards around you. Everyone needs their own materials!
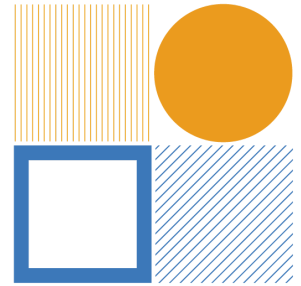
Once you've found your assigned board, it is time to hang your poster. It can be really helpful to have a colleague with you—one person can hold the poster in place while the other secures it. This makes it easier to get everything straight and centered on the first try.

After it's up, take a step back and check:

Is it easy to read? Centered? Secure? Now is the perfect time to make any quick adjustments before the session begins.

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When the session begins, be prepared to engage with attendees who stop by your poster. While a formal presentation is not required, it is helpful to have a brief 1–2 minute summary prepared. This allows you to introduce your work clearly and invite further discussion.

Consider the following tips for a successful presentation:

- Prepare a concise, plain language summary that highlights the purpose, key findings, and implications of your work.
- Maintain a professional and approachable demeanor—offer a greeting and be open to conversation.
- Be ready to answer a variety of questions, ranging from simple clarifications to more in-depth inquiries.
- Recognize different engagement styles. Some attendees may quietly read your poster, while others may initiate detailed discussions. Both are valuable.
- Identify a few key takeaways that are easy to communicate, especially for attendees with limited time.
- Consider bringing business cards or brief handouts about your research to share with those who may want to follow up later.

*After the poster hall, you will be directed to take down your poster. NAPCRG staff is not responsible for posters and will discard any posters left after the session. **If you have any questions, contact us at conference@napcrg.org.***