



Poster Logistics

Where: **Grand Saloon Suite A** at the New Orleans Riverside Hilton (2 Poydras Street)

When: Poster Presentation Lunch – **Wednesday, September 20, 2022; 12:00-1:30pm**

Shipping: Presenters can ship posters to the hotel or travel with their posters. Presenters are responsible for shipping costs, pick up, etc. of their posters at the New Orleans Hilton’s FedEx.

If you would like to ship your poster, please follow the format below:

<p>(Guest Name) (Guest Cell Number) c/o FedEx Office at Hilton Riverside New Orleans 2 Poydras Street New Orleans, LA, 70130 CityMatCH Conference</p> <p>Box __ of __</p>	<p>Example: Jane Doe (402-552-9500) c/o FedEx Office at Hilton Riverside New Orleans 2 Poydras Street New Orleans, LA, 70130 CityMatCH Conference</p> <p>Box 1 of 1</p>
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FedEx Office Business Center Hilton Riverside
New Orleans
2 Poydras Street
New Orleans, LA 70130
Phone: 504.581.5892
Fax: 504.581.5896
Email: usa5670@fedex.com

Hours:
Mon – Fri: 7:00am - 7:00pm
Saturday: 8:00am - 3:00pm
Sunday: 10:00am - 5:00pm

Set Up:

1. Presenters will be emailed a list of posters and their assigned numbers. Please find your poster and make note of its number.
 - a. On site, presenters can use the conference app to search for their poster title to find the poster number. Hard copies of poster names and numbers will be provided if needed.
2. Numbered poster boards will be set up in **Grand Salon - Suite A** of the New Orleans Riverside Hilton. During set up times listed below, please find your number and mount your poster.
3. If you wish to distribute handouts or other items, print and bring them to the Poster Lunch.

Presentation Format:

Presenters should stand by their posters during the Poster Lunch and share about their work to interested attendees. Attendees will walk around, browse the poster boards, ask questions, etc.

Tear Down:

1. Poster boards will be displayed the entire conference. To maximize attendee viewing opportunities, presenters are welcome to leave their posters on display the entire conference.
2. Posters must be removed by the end of conference (12:00pm Sept 22). They will be discarded thereafter.

Set Up and Tear Down Schedule

Set Up: Tuesday, September 19, 4:00 PM to 7:00 PM

Tear Down: Thursday, September 21, 6:00 PM to 8:00 PM

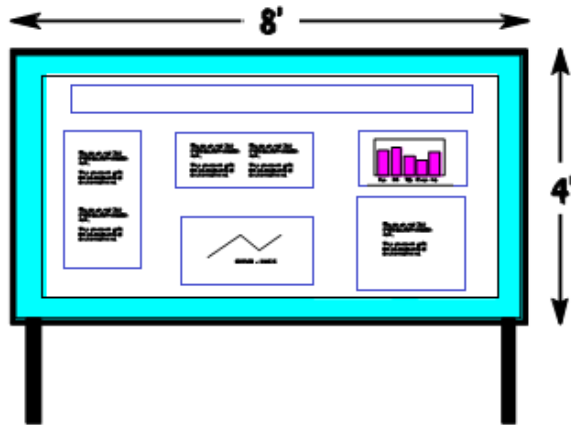
Friday, September 22, 6:00 AM to 7:45 AM

All posters remaining after 12:30pm on Sept 22nd will be discarded.

Standard Guidelines for Poster Presentations

Poster presentations give you an opportunity to acquaint conference participants with the fundamentals of your program, special project, or study analysis quickly and easily.

Poster presenters should be at their posters during the Poster Session.



What is a poster?

A poster is a display that uses text, graphs, tables, charts, and pictures to present the highlights of a subject.

It should be designed to (1) catch the viewer's attention, (2) quickly acquaint the viewer with the basics of your subject, and (3) make the viewer want to learn more.

Each presenter will be assigned a free-standing display board with a usable surface of up to 8 x 4 feet and a sign indicating the Poster number.

Keep it simple but make your point! A good poster strikes a balance between giving either too much or too little information.

An effective poster presentation isn't just a report or journal article hung on the wall. It should highlight the major points of the topic in a form that the viewer can absorb in a few minutes. Don't reproduce full pages of typed text, because people probably won't read them. They are more likely to pay attention to short phrases, statements set off with bullets, and clear graphics.

On the other hand, the poster should have a point to make. Don't simply describe a public health campaign; **include an analysis of why the campaign was or wasn't successful. The viewer should come away with some new knowledge or insights.**

Tips for Preparing Poster Presentations

- Keep text brief; images simple and crisp
- Do not use all capital letters for text; they are more difficult to read
- Use graphics (charts, tables, pictures) that can be understood in one minute or less
- Emphasize important information using color, different type sizes, etc.
- Effective posters are interesting without being flamboyant. Too many colors or fonts can be distracting.
- Connect ideas so the flow of logic is clear from section to section. Consider numbering or using graphic arrows from sections to show the correct sequence.
- Assume that people will be looking at your poster from around three feet away, and design it to be easily read at that distance

Adapted from Guidelines for Poster Presentations, U.S. Government Printing Office 1986-631-008/24511