

## **BEST PRACTICES: POSTER PRESENTATIONS**

(see following pages for ORAL PRESENTATIONS)

### **Tips for Preparing Your Poster:**

To ensure legible text, use a sans serif font (e.g. Helvetica, Arial) that follows the size guidelines below so that it can be read from a distance of 3 to 6 feet.

|                                     | Recommendation | Minimum       |
|-------------------------------------|----------------|---------------|
| Title                               | 158-point font | 72-point font |
| Section Title                       | 56-point font  | 46-point font |
| Block Text/Body,<br>Figure Captions | 36-point font  | 24-point font |

Ensure there is high contrast between the color of the background and the font color throughout. When adding color for aesthetic or other reasons, use combinations different from black text on white background only for larger or highlighted text, such as headlines and titles. Avoid busy or dark backgrounds.

Do not overcrowd the poster, as more white space helps readers focus on the content. Use between 1.2 and 2.0 line-spacing to improve ease of reading, and adjust the tracking (space between characters) to +3.

Organize the titles, text blocks, and figures so the reader is led from heading to heading by a clear narrative through logical design.

Make sure the resolution of the images are correct for large printing (minimum 300 dots per inch), and avoid placing text over images.

Captions and/or alternative text allow the audience to access more precisely what the image is intended to communicate.

If you plan to supplement your poster with video on a tablet, have captions available for that video.

### **Tips for Presenting Your Poster:**

Keep all tacks and push pins off the floor! They can puncture wheelchair and scooter tires.

Do not touch mobility devices, guide or service animals, or assistive technology without the owner's consent.

If you are speaking to a poster reader through an interpreter, speak directly to and maintain eye contact with the poster reader, not the interpreter.

If you are speaking to a poster reader who is deaf or hard of hearing, face them so that they can read your lips, and avoid talking while chewing. Repeat questions from other readers before answering. Consider moving the discussion to a quieter area outside the poster hall or finding another time for a one-on-one discussion.

Come prepared with an electronic version on a tablet/laptop or a one-page printed copy of your poster or to facilitate presentations to attendees who are low vision or facilitate conversations outside the poster hall. An electronic version is preferable since font size on standard letter size paper may be too small to be legible.

When presenting to a poster reader who is blind or low vision, use specific, descriptive language.

Speak all of the content, including describing the content of charts, graphs, and pictures. If guiding someone with a visual impairment, offer them your arm rather than grabbing or pushing them.

Sources:

<https://www.adaatyourservice.org/accessible-meetings-events-conferences-guide/book>

<https://pacrim.coe.hawaii.edu/call-for-proposals-2022/presentation-types/>

[http://www.aucd.org/docs/annual\\_mtg\\_2008/accessibility\\_posters\\_gilson2007.pdf](http://www.aucd.org/docs/annual_mtg_2008/accessibility_posters_gilson2007.pdf)

<https://www.apha.org/events-and-meetings/annual/presenter-information/poster-session-guidelines/accessible-poster-presentations>

<https://www.washington.edu/doiit/equal-access-universal-design-conference-exhibits-and-presentations>

<https://osepideasthatwork.org/sites/default/files/2017-PosterGuidelinesFINAL.pdf>