HOPA Poster Information and Specifications

HOPA Annual Conference 2024:
- HOPA Annual Conference 2024: April 3 - 6, 2024 Tampa, FL at the Tampa Convention Center.
- **Poster Sessions will occur on April 4th and 5th**. Exact times will be shared separately.
- **Submission deadline for all accepted final poster files: March 20, 2024 at 11:59 pm CDT**
  - Trainee Top Ten submission deadline is Feb. 18, 2024. If you submit for Trainee Top Ten, you do not need to re-submit a poster after that unless you want to edit it.

Traditional Paper Posters – Trainee Research Only:
- All Trainee Research presenters should plan to create a paper poster.
  - This includes the Trainee Top Ten as well. Trainee Top Ten will also create e-Posters. See below.
- Presenters will be responsible for printing, transporting, hanging and taking down their own posters. HOPA is not responsible for any missing or damaged posters.
  - There is a UPS Store in the Tampa Convention Center that you can reach out to for assistance: (813)274-7840, at 333 S Franklin St, Tampa, FL 33602.
- *HOPA would prefer to have posters up for the duration of the Exhibit Hall.*
  - *Posters can be hung as soon as the Exhibit Hall opens on Wednesday afternoon and stay up until the Exhibit Hall closes on Friday at 2:00 pm.*
  - *Any posters left behind when the Exhibit Hall closes Friday afternoon, will be disposed of.*
- Poster display boards will be 4 feet high x 8 feet long (48" x 96"), landscape format
- Maximum poster size should be **4 feet high x 8 feet wide (48" x 96"), landscape** format, single page. You can set this by going to the "Design" tab in ppt, then "Slide Size" on the right.
- Your final poster should be submitted to HOPA as a PDF file via the online presenter portal for display in the online conference materials. See file naming conventions on page 2.
  - Save your PowerPoint as a PDF: "File > Save as" or "File > Print > as .PDF" option.
  - Find more poster tutorials at https://support.scigentech.com/support-center/.

e-Posters – Completed, Late Breaking and Trainee Top Ten:
- E-Poster refers to an electronic poster presentation format. e-Posters will be reserved for Completed, Late-Breaking and Trainee Top Ten posters. (Trainee Top Ten should still also create a paper poster for hanging on a traditional poster board)
- Use PowerPoint, and set the dimensions of your slide to: **73 cm (28.5 in) high x 140 cm (55 in) wide, landscape orientation,** single page. When complete, save as a PDF.
- Your final poster should be submitted as both a PDF file (for the online conference materials) as well as a JPG image file (for the e-Poster kiosks at the conference). See file naming conventions on page 2.
  - Save your PowerPoint as a PDF and JPEG:
    - "File > Save as PDF" or "File > Print > as .PDF"

- "File > Save as JPEG"
- Find more poster tutorials at https://support.scigentech.com/support-center/.

File Naming Convention:
- When submitting your poster files, please use the following file naming convention:

PosterNumber_LastName
(i.e. TR01_Smith)

- Poster numbers will be assigned and shared in February 2024

Poster organization:
- Title – Large lettering, use exactly the same title as on the abstract
- Authors – List all authors, their place of work (institution/affiliation), town or city, and country
- Introduction – A brief introduction to the study and a clear background; this should introduce the topic to those who are not as familiar with the area
- Objectives – Clear measurable objectives of the study should be described
- Methods – Briefly outline key methodology, data gathering, or any experimental work
- Results – Present main results, ideally as figures, graphs, or tables; these must be easily understood. If results are not completed, include statement similar to "Results pending".
- Discussion – A concise explanation of findings.
- Conclusions – Significance and impact of results and future directions of outcomes should be provided
- References – Cite these at the end of the poster
- Disclosure of financial interests.
- It is suggested that the text and tables be organized into 4 to 5 columns on the poster
- Do *NOT* include your abstract

Presentation Tips:
- Ensure that text is large and clear so that the poster can be read from 6 feet away. Use figures, graphs, and tables wherever possible.
- Make sure your text and background have **contrast** (dark lettering on a light background or the reverse). Avoid a busy background.
- For posters to be read at a distance, a minimum 24-28 point size (or bigger) for body text fonts is used, to ensure optimal legibility from the usual distance of 3-5 ft. Larger text (up to 32 pt size) will provide a comfortable reading from a greater distance, up to 8 ft.
- Select a font that is clean and readable, preferably sans-serif fonts for body text – please be consistent with your font choice.
- Images should be .jpeg or .png file formats in a resolution of 72 or 96 dpi.
- **Do not use** animations, special effects, or videos.

Optional: Creating a Multi-Slide e-Poster:

- ***For e-Posters only*** - While NOT required, e-Poster presenters have the option of creating a multi-slide poster (2-5 slides) to enhance the flow of the poster design. Please keep in mind that presenters will be allotted limited time to display their poster.
- Example multi-slide layout:
    - Slide 1: Introduce and elucidate your methods and objectives
    - Slide 2: Include your results
    - Slide 3: Display data from your project in the form of tables and/or charts
    - Slide 4: Offer your conclusions, references and disclosures
    - *This is not the required format, but a suggestion to enhance flow and clarity.*
- With multiple slides, you can allow for more open space to focus your viewer's attention on select information.
- As in the above e-Poster guidelines, be sure to use high contrast, consistent font and a minimum of 24-32 point size and 72 or 96 dpi for imagery.