

20 YEARS of PROGRESS
SAFETY PHARMACOLOGY SOCIETY
VIRTUAL MEETING

LIVE · SEPTEMBER 14-17, 2020

VIRTUAL POSTER GUIDELINES

SPS Virtual Posters Overview

Poster presentations at SPS 2020 Virtual Meeting will consist of three parts:

1. **Poster Hall:** a collection of poster PDFs and MP4 files hosted within our virtual platform starting on September 14. Attendees can chat with poster author/s through the poster chat, or in direct messages, in between the sessions. There are ***no required attended*** poster times during the week of September 14-17; this allows poster authors to attend sessions.
2. **Dynamic Poster Presentations:** a select group of abstracts were invited to present between September 16-17 as part of our Dynamic Poster Presentations. These are live presentations hosted within our virtual platform. *Details were emailed to invited authors and are available in the online agenda.*
3. **Live attended poster times/sessions:** live attended poster sessions will take place starting the week of September 23. These are opportunities for attendees to meet and chat with poster authors and ask questions about their research. Attended poster times are broken down by categories and are assigned specific days/times. Any assigned poster times for your category are required, but you can attend your poster at any time during the live week or weeks following.

Poster Hall

To present a poster at the Virtual Meeting, presenters must upload a PDF of their poster to the online submission site. While it is optional, we strongly encourage presenters to upload an additional audio/video walkthrough of their poster presentation (no longer than 10 minutes), which will act as a guided presentation for attendees to view or listen to while viewing the poster. Poster materials will be linked within our virtual platform.

Please keep in mind that some posters may be works in progress, so please reach out to the authors if you have questions about their data; they are always happy to share when it becomes available. As part of general poster etiquette, please treat virtual posters exactly as you would in-person posters and do not to cite them or share them without permission of the presenter.

Poster materials will go live at the start of the meeting on September 14 and are available until June 2021; after that date access to the materials is no longer available. A registration login is required to access this content, so materials are only available to registered attendees for the SPS 2020 Virtual Meeting. Authors may at any time request that their poster PDF or MP4 is removed from the virtual environment.

Live attended Poster times/sessions

To provide attendees the opportunity to ask questions about posters, we will be hosting live attended poster sessions during the weeks following the Virtual Meeting, from 11:00 to 12:30 ET each Tuesday starting September 22 through October 27.

To make the best use of the allotted time, attendees are strongly encouraged to view the poster abstract file (available in the Poster Hall) during the week of September 14-17 and make note of those they are interested in. Then during the attended poster times, you can plan your time accordingly to ensure you can chat with the authors live about their research.

More information on categories, timing of sessions, structure, and requirements for participation of the attended poster times will be available soon.

Poster Design

Poster Basics:

- The poster should be one page in length and in English
- You can create your poster using PowerPoint, Adobe Illustrator, Canva, or any other appropriate program, however, the final file should be uploaded as a **PDF format**. No other formats will be accepted
- Please name the file with the **Submission number** and the authors **full name**

Poster best practices: The guidelines are general considerations

- The focus of attention must be on the subject content. If the design overshadows the subject matter, the message is likely to be lost.
- Larger visuals attract more attention. Visuals not relevant to the content will distract the viewer.
- Too many visuals and text in a small space decreases readers' attention, because each object is in competition with the others. Generally, a maximum length of 50-75 words per figure label results in a higher probability of people reading it.
- Letters should be large so that they can easily be read from 2-3 feet away. Fonts should be easy to read (avoid extravagant fonts).
- Use a consistent layout with heading and subheading font and size standardized.
- Use bulleted lists to facilitate reading.
- Relate the content of the text to the picture it describes.
- Reduce competing objects—Avoid placing a large number of labels and visuals next to one another.
- Provide good contrast between the text and background (avoid white on white, blue on navy, etc.).

Frequently Asked Questions for Poster Presenters

What dimensions should my poster be? Do you have any guidelines for presenting a virtual poster?

Although any dimensions can be used, remember that attendees will be viewing posters on their computer screens, so a 16:9 ratio is usually preferred. We recommend that posters be readable without zoom when displayed at full-screen width and one-page in length. Please see below for Poster design tips. You can use either vertical or horizontal page formatting, but we recommend arranging information blocks left to right to help reduced scrolling for attendees.

Section1 > Section2 > Section3

Section4 > Section5 > Section6

Section7 > Section8 > Section9

Can I upload an audio or video walkthrough of my poster?

Yes. If you would like to provide additional context for your poster, you may upload an audio or video walkthrough of the material to help provide background and guide viewers through your work.

Walkthroughs should be **no longer than 10 minutes in length**. A MP4 files is the acceptable format. [Here are instructions](#) on how to easily record this in PowerPoint.

Do I have to upload an audio or video walkthrough of my poster as part of my presentation?

No, while strongly encouraged a walkthrough is optional. The only requirement for presenting your poster is to upload a PDF of the poster. You can think of the video walkthrough as a response to someone asking, “Can you take me through your poster?”

Will my poster be available online after the meeting? Will people be able to download my poster?

Poster materials will be available at the start of the meeting on September 14 until June 2021; after that date access to the materials is no longer available. Authors may at any time request that their poster PDF or MP4 is removed from the virtual environment.

I have preliminary/sensitive data that I’m not comfortable posting online at this time. Can I still participate?

Yes. We still encourage you to upload a version of your poster that you **are** comfortable sharing, even though it will be different than what you might present at an in-person meeting. There is still value in sharing your research and interacting with attendees.

Can I participate in a Dynamic Poster Presentation or Attended Poster Times if I don’t register for the Meeting?

At least **one author** from the poster abstract must register to participate in the Meeting and be available to respond to attendees’ messages during the scheduled attended poster times. The schedule for the attended poster times will be emailed to authors and will be posted online.

Due to lab closures and other circumstances, I have been unable to complete experiments I wanted to include in my poster. Can I still present?

Yes. We understand that no one’s 2020 has gone according to plan! We encourage you to participate with as much of your research as you are able to present. Discussing your work with others in the field can be enriching even in the face of disruption.

I have a question not answered by these FAQs. Who should I contact?

Please contact [Krystle Correll](#).