



## Poster Presentation Speakers Guide

### Before you leave!

**Your presentation should be 4-feet wide by 4-feet high. Posters must be constructed to fit within that space. NAPCRG will provide the poster board and push pins for mounting. Please note there will be two posters on each poster board.**

The following information applies to all types of poster presentations at the 51st Annual Meeting. This includes completed research, in-progress research and those accepted in the student, resident, and fellow categories.

- Posters may consist of text, tables, photographs, etc. and should contain the most current data available at the time of NAPCRG, even if it was not included in the original abstract.
- There are multiple poster sessions during the conference. All poster sessions are held in the poster hall located in Grand Ballroom A.
- Each poster is displayed during a designated session date and time in our poster hall. Presenters can find their session date, time, and location by using [the session search feature, found here.](#)
- Due to strict CME guidelines, no marketing or sales of any kind are allowed during your poster presentation.
- The conference does NOT provide audio/visual equipment or electricity for poster presentations.
- NAPCRG staff cannot assume responsibility for any posters. **You are responsible for transporting your physical poster to and from the conference.** You are also responsible for setting up, taking down and storing your own posters. Please see the end of this document for poster shipping instructions.
- Download the conference app

- NAPCRG's 51<sup>st</sup> Annual Meeting will be paper conscious, and all conference information will be available digitally through the mobile app. We will not be using printed programs or guides.
- Instructions on how to download and join the mobile app will be emailed to you directly at a later date.

## Preparing Your Poster Presentation

- [Learn about NAPCRG requirements and suggestions for creating and formatting your poster.](#)
- [Visit this link for recommendations on how to create a better poster.](#)

### Basic Principles of Poster Presentation

- Put key findings in the middle of your poster.
- Include a QR code
  - All NAPCRG poster presenters are strongly encouraged to include a QR code on their PRINTED poster(s). By scanning the code onsite, NAPCRG attendees will be able to view the abstract via URL or PDF and get your contact information.
  - The QR code should be placed in the bottom right-hand corner of your printed poster.
  - [This QR code generator](#) allows you to create a QR code that links to a URL for free or a PDF by signing up for the free service.
    - This site can give you additional details if you need help with QR codes.
- Make your title a statement related to your findings, keep language casual.
- Teach people the same fact in language and image form. Content on poster should be comprehended in < 30 seconds.
  - People looking at your poster can only process 7 things
- Trigger emotion to help increase learning. Use colors and fonts to facilitate that emotion.
- Surprise and delight your audience!
- **Keep it SIMPLE, help people think**

## Once you have arrived in San Francisco!

- Welcome to San Francisco!
- Depending on your date and time of arrival we recommend checking into your lodging establishment, refreshing a bit, and heading on over to the conference hotel to check in.
- Check into the conference at the Hilton San Francisco Union Square
  - 333 O'Farrell St, San Francisco, CA 94102
  - +1 (415) 771-1400
  - Head up to the registration desk found in the **Yosemite Foyer**.
  - A valid ID is required to complete your registration.
  - Here you will receive your name badge (this will be your ticket to all events and sessions).
  - You will also be provided with additional key information about the conference during check-in, so it is important that this is your first stop at the conference.
- Check out info on the mobile app. Be sure your profile is filled in so you can interact with your fellow attendees and kick start your networking and check out all the sessions you would like to attend if you haven't done so already.
- Lastly, have FUN! We are so excited you are here, and we have a fantastic conference planned for you to enjoy!

## Day of your presentation:

- There are multiple poster sessions at the 51st Annual Meeting. All poster sessions take place in the poster hall in Grand Ballroom A.
- As a poster presenter, you are expected to stand with your poster during your assigned poster session to discuss your research and answer questions from those touring the poster hall.
- You are also responsible for ensuring your poster is set up and taken down at the appropriate time based on your assigned session(s) and the corresponding schedule below.
- Poster presenters are NOT allowed to leave posters up once their session is completed. Any posters left after the end of the poster hall session will be discarded.

## Poster Shipping Instructions

If you choose to ship your poster to the hotel, please read and carefully follow these requirements. If you fail to follow all instructions, the hotel cannot guarantee your package will make it to you in time for your presentation.

- You **MUST** include **YOUR NAME** as a guest on the shipping address label. Do NOT ship your item to the hotel under NAPCRG's name without a guest name attached. Without **YOUR NAME**, the hotel cannot guarantee your package is properly routed to you upon arrival.
- Packages should be sent for arrival no sooner than **October 27, 2023**. This is three (3) days before the conference begins.
- Packages will be available for pickup at the front desk of the hotel.
- **PLEASE NOTE:** The hotel may elect to apply handling fees for any items shipped to the hotel.
- **Shipping Label Example:**

Hold For Guest: (Guest Name) (Guest Cell Number)  
Hilton San Francisco  
333 O'Farrell Street  
San Francisco, CA 94102  
Event: NAPCRG Annual Meeting

Please be sure to regularly check the [Presenters Information web page](#) for updates!

**Thank you for all your hard work and for presenting at the NAPCRG Annual Meeting. This conference would not be the same without each of our presenters!**