

Orthopaedic Trauma Association
25th Annual Meeting
October 7-10, 2009
Manchester Grand Hyatt San Diego

**INSTRUCTIONS FOR PREPARATION
OF POSTER PRESENTATIONS**

All presenting authors (poster and podium) are required to register and pay the annual meeting registration fee.

Your original abstract will be used in the Final Program, **unless by June 4**, you upload a revised abstract copy via the abstract acceptance page: http://www.ota.org/abstracts/accepted_login.cfm. Updated abstracts must be edited to 1 page with no graphics and include all authors. Do not format your abstract other than to use bold for the section headings (e.g., **Results**) and for the name of the presenter. The abstract should use 12-point type with 1-inch margins. Do not use capital letters. For style guidelines, follow the *AMA Manual of Style*, 9th edition. Use the following symbols (found under Insert, symbols in Microsoft Word): ° (not a superscript o); ± (not + underlined), and “*P*” for probability and “*t* test”.

- **Poster size is 45 inches horizontal by 45 inches vertical.** The overall poster board is 4' x 8' with two poster presentations on each side of the board.
- Each board will be identified by a number corresponding to the number of the poster. See your acceptance email for your preliminary poster number. The final list of numbers will be posted on-site for your reference.
- There is no required “poster sitting” time.
- **Set-up:** Posters must be set up on Thursday, October 8th between 7am and 10:30 am. Location is: Elizabeth Foyer
- “No-Shows”— Authors will be banned from submitting abstracts for 2 years.
- Dismantle no earlier than 4:00pm Saturday, October 10th.
- Posters not removed by 5:30pm Saturday, October 10th will be discarded.
- **Presenter is responsible for set-up, dismantle and shipping.**
- **OTA DOES NOT provide poster tubes.**

AUTHORS MUST PROVIDE THE FOLLOWING:

- FDA Approval Notice as well as Financial Support Disclosure
- A **HEADING** that includes the title, authors, and affiliation. This heading must be mounted at the top of the board. Lettering should be large enough to be read at least eight feet from the board.
- **TEXT, FIGURES, AND GRAPHS**, legible four feet away.
- **TACKS, PUSH PINS, VELCRO** for attaching poster to the board.

OTA provides:

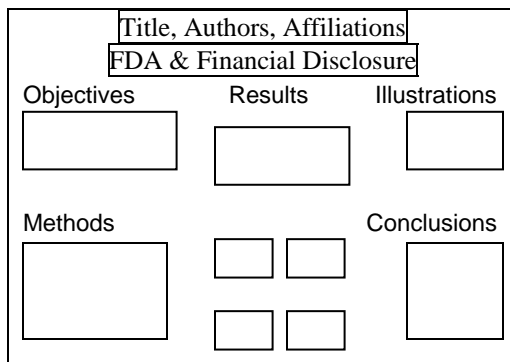
1. Poster Board
2. Number

Author provides:

1. Heading
2. Graphs, Figures, Text
3. Tacks/ Push Pins

Poster arrangements will vary, of course, depending on the material presented. However, a sample arrangement for easy viewing is illustrated below.

45 inches ⇔ x 45 inches ⇕



HELPFUL HINTS

- Make poster presentations as self-explanatory as possible
- Data displayed clear and concise
- Photos, figures, diagrams, charts to reflect pertinent points
- Legible – large enough print to be read 4’ – 6’ away
- Avoid abbreviations and acronyms without giving their full form
- When captions are used, limit them to a couple of sentences
- Avoid using entirely capital letters in all instances except short titles, otherwise the text will be too difficult to read;

Color:

Color is very useful for creating interest and accentuating specific parts of any presentation. Use only a few common colors. Generally, it is best to use light lettering (e.g., white, yellow, golden yellow, ivory, light blue) on dark backgrounds (e.g., royal blue, navy blue, teal green, forest green or purple). Colors like red, magenta, and orange can work well as accents, but they are too "hot" for use over large areas of a display. Fluorescent colors, while eye-catching, do not carry the professional image you want to project. Most importantly, make sure the color combinations you select are visually appealing.

Artwork and Lettering:

Creative artwork with an uncluttered layout will encourage attendees to stop and examine your poster presentation. Use self-explanatory drawings, photos and charts to express ideas. When captions are used, limit them to a few sentences.

Do Not:

- Simply enlarge your abstract;
- Be overly ornate;
- Bring x-rays, (viewers won't be able to see them clearly);
- Use more than your allocated space.

Orthopaedic Trauma Association

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