



## TAC POSTER SUBMISSION GUIDELINES

### Submissions

- Abstracts 1,000 words. A paper may also accompany a poster and in certain circumstances are mandatory for complete submissions;
- The poster and paper (if available) will both be posted on the TAC website pre-conference;
- See TAC Paper Submission Guidelines and Template file.

### Logistics

- **Authors are required to attend** the conference to provide details and answer questions during the allocated poster time;
- Authors are responsible for the printing and shipping of their posters to the conference. If shipping on-site, please ship to your hotel guest room or via, TAC's contracted shipping company. Do not ship directly to the TAC office or hotel. Contact [kpresz@tac-atc.ca](mailto:kpresz@tac-atc.ca) for contact information if third party shipping is required.

### Design Criteria

- Each poster presentation space is 7 feet, 6 inches wide x 3 feet, 9 inches high.
- Each side of the board (back and front) will be used by a different author.

## DESIGN TIPS AND SUGGESTIONS

**Simplicity and clarity are the keys to an effective poster.**

### Effective Tips for Attracting your Audience

- Print the poster on one large sheet with columns. Material should be arranged in a logical sequence (typically starting at top left and ending at bottom right.);
- Text and illustrations should be readable from 3 feet away;
- Use pictures, graphs and tables instead of text where possible.

### Text and Illustrations

- Text should be dark on white or light paper;
- Use short statements or bullet points;
- Avoid abbreviations, acronyms and jargon;
- Present your main ideas in 6 lines or less;
- Use Sans Serif fonts (ex. Arial or Helvetica) instead of Serif fonts (ex. Times Roman);
- Use **simple** charts, drawings and illustrations similar to PowerPoint presentations;
- Include titles or labels, labeled axes and identified units.

### Effective Tips for Successful Poster Content

- Include title, author names, professional title and institution affiliations across the top of the poster (1 – 2" high);
- Introduction / Objectives;
- Statistical or Analytical Methods;
- Summary / Results;
- Conclusions;
- Future Directions;
- Acknowledgements.

### Effective Tips for Presenting your Poster

- Prepare a brief five-minute presentation to present to participants;
- Bring handouts and / or business cards;
- Bring sketch paper and markers to encourage participant discussion.

### On-Site

- Posters should be mounted by 16:30 on Sunday afternoon of conference week;
- Posters not in their assigned space will be removed;
- Posters should be removed at the end of the poster session **before 20:00 on Wednesday September 27.**

## SAVE/SUBMIT FILE

Final posters (and papers if applicable) should be submitted online via the submission website in PDF format.

**Example: Last NameFirst Initial – Version #.pdf**