



# POSTER PRESENTER HANDBOOK

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**A GUIDE TO AN EFFECTIVE  
POSTER PRESENTATION**

**ASHP National Meetings Education**

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2025 American Society of Health System Pharmacists, Inc.

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# CONGRATULATIONS!

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## Your poster abstract submission has been accepted for presentation!

Presenting a poster at an ASHP meeting is a noteworthy way to show your experience in a specific area while contributing to the profession. Included in this handbook are essential instructions to help you prepare for your presentation. Following these instructions will make this experience rewarding and enjoyable for you and meeting attendees. Even if you have presented a poster at an ASHP meeting in the past, read this handbook completely as some of the requirements may have been updated.

**Please contact us if you have any questions.**

[posters@ashp.org](mailto:posters@ashp.org)

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## REGISTER AND GET YOUR MEETING BADGE



Visit meeting registration and pick up your meeting badge prior to setting up your poster.

## VERIFY YOUR PRESENTATION DATE AND TIME



Be sure to verify your poster date and time.

## PICK UP YOUR POSTER PRESENTER RIBBON



Poster presenter ribbons are available in the Poster Hall and also at Member Info.

## SET UP YOUR POSTER



Arrive at least 5-10 minutes prior to set up your poster in accordance with the schedule (The general poster schedule is below.)

## STAY WITH YOUR POSTER



Meeting participants want to talk with you about your work, so standing with your poster enables you to answer questions and discuss your work. ASHP is not responsible for unattended posters.

## REMOVE YOUR POSTER



Posters and all other materials must be removed from the poster boards at the end of your session. Posters or materials left behind will be discarded.

### 2025 Poster Schedule

Poster Session	Day and Date	Start Time	End Time
W. Mike Heath Federal Forum Poster Session	Sunday, December 7	3:30 p.m.	5:00 p.m.
Student Posters	Monday, December 8	10:45 AM	11:45 AM
Student Posters	Monday, December 8	12:00 PM	1:00 PM
Best Practices Awards/Professional	Monday, December 8	2:00 PM	3:30 PM
Student Posters	Monday, December 8	4:15 PM	5:15 PM
Student Posters	Tuesday, December 9	10:45 AM	11:45 AM
Student Posters	Tuesday, December 9	12:00 PM	1:00 PM
Professional/Fellows	Tuesday, December 9	2:00 PM	3:30 PM
Resident Posters	Wednesday, December 10	8:30 AM	9:30 AM
Resident Posters	Wednesday, December 10	11:00 AM	12:00 PM
Resident Posters	Wednesday, December 10	12:30 PM	1:30 PM
Resident Posters	Wednesday, December 10	2:00 PM	3:00 PM
Resident Posters	Wednesday, December 10	3:15 PM	4:15 PM



pharmacists advancing healthcare®

ASHP has partnered with **PosterPresentations.com** as our preferred poster printing vendor to provide added benefit and convenience to our poster presenters.

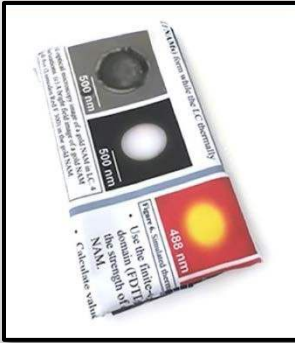
ASHP poster presenters can order **EasyTravel™** foldable fabric posters and **Professional paper posters** at a discounted price.

## PosterPresentations.com

THE RESEARCH POSTER PRINTING SPECIALISTS

### FOLDABLE EASYTRAVEL™ FABRIC POSTERS

**Foldable fabric posters that offer unparalleled sharpness, color fidelity and travelling convenience.**



Tired of dragging around or shipping your posters in a tube? No more stuffing poster tubes in airplane overhead compartment and carrying tubes to meetings. **Travel with your poster in your carry-on!**



ASHP Poster presenters can order EasyTravel™ foldable fabric posters at a discounted price.

Foldable fabric posters offer high-definition graphics, unparalleled sharpness, color fidelity, are easy to pack in your luggage and are crease resistant!

### PROFESSIONAL PAPER POSTERS

**A well-priced, beautiful paper that offers sharp printing, vivid color that will enhance your presentation.**



If you are interested in a traditional paper poster but looking for an above-average quality poster, choose the Professional.

It's a 10mil photo-satin finish that will not fade over time and will make your presentation stand out in the crowd. Their beautiful luster finish, color accuracy, exceptional sharpness, and easy handling, make these posters the choice of professionals.

Use the provided promo code found on the ASHP poster webpage (it may be provided at checkout) and you will get a discount on your order including FREE shipping to any U.S. location!

**USE THIS LINK TO ORDER YOUR POSTER**

<https://www.posterpresentations.com/groups/ashp/ashp-poster-printing.html>

# POSTER BOARD SPECIFICATIONS

ASHP will provide the following for your poster presentation:

- A poster board approximately 4 feet high by 8 feet wide
  - Posters should be no larger than (42" Tall X 90" Wide).
- A table under/near the board

## HOW TO PREPARE A POSTER FOR PRESENTATION

### 1. Create a banner at the top of the poster:

With the poster title and author(s) and the health system name.  
Lettering for this sign should not be less than one inch (1") high (30-36 points).

### 2. Prepare a written summary of your project.

Organize the poster sections as follows:

- Introduction/purpose of the study or project
- Objectives
- Methods used in the study or project
- Results of the study or project (if applicable)
- Conclusions/evaluation of the study or project.
- References
- Author contact and disclosures of all authors (required) on right bottom corner of poster.  
If there are no disclosures, include "Nothing to Disclose" next to the author's name.

### 3. Viewers should be able to analyze and evaluate your poster without listening to an explanation or reading a report.

To improve the readability of your poster, consider the following:

- **Text** – Use a minimal amount of text material. Focus on two or three points maximum. Use one-line statements or bullet points to highlight key points rather than full sentences. Break up large amounts of blocked text by using indented paragraphs or subheadings.
- **Organization** – Follow the "tried and true" arrangement of objectives, methods, results, and conclusions. Arrange these materials like newspaper columns on the poster board.
- **Graphics** – Use simple charts, graphs, tables, clip art, drawings, symbols, and photos to illustrate key points. QR code use to share additional poster-related information (i.e., full references list, PDF of the poster, PDF of the poster abstract, etc.) is permissible provided the information shared is educational and not promotional in nature.
- **Font Type** – Use large lettering, at least 3/8" high (20-30 points), but do not use all upper-case letters. Font should be simple and easy to read (i.e., Times New Roman, Calibri, etc.). The text should be readable from approximately three to six feet away or it may be too small.
- **Materials** – Laminated posters and posters made of heavy material are difficult to keep in position on the poster board. Please consider using a lighter weight material. Also, laminating your poster materials may make it difficult to read because of the reflected lighting in the convention centers. Posters ordered from [PosterPresentations.com](http://PosterPresentations.com) meet the ASHP specifications.



# PRESENTATION CHECKLIST



## PROOFREAD

- Carefully check the spelling and grammar of all your work.



## CONSIDER BRING ONE OR TWO COPIES OF YOUR ABSTRACT

- Display your abstract at your poster board. These should be in a presentation folder and labeled “Display Copy – Not for Distribution.”
- Your completed abstract should not be posted on the poster board.
- Don't forget your business cards!



## ASSEMBLE A FUNCTIONAL TOOL KIT

- Push pins will be provided to mount your poster. Bring your own scissors, white correction tape or fluid, black felt tip pen (to correct errors or scratches) and any other supplies you may need.
- Tape, Velcro, adhesive, or staples cannot be used on poster boards.



## GETTING YOUR POSTER TO THE MEETING

- If you must ship materials to Las Vegas, it is *highly* recommended to confirm the correct mailing address with the hotel/place you are sending a package to. ASHP cannot store posters for you. Do not leave your poster in the poster area before your scheduled time to set up.
- Plan to carry your poster to the meeting in a shipping tube or case (or opt to have your poster printed on the EasyTravel™ foldable fabric and carry it with you in a carry on).

### Disclosure of Relevant Financial Relationships

Disclosure of Relevant Financial Relationships must be displayed on your poster (see poster image on previous page).

- If none of the authors have anything to disclose, **Nothing to Disclose** must be displayed on your poster on the lower right corner of the poster.
- If one or more authors has a relationship with a commercial interest, disclosure placement is on the lower right corner using the following verbiage:

#### Disclosure of Relevant Financial Relationships

Authors of this presentation disclose the following relationships with commercial interests related to the subject of this poster:

**John Doe: Nothing to Disclose**  
**Jane Brown: Consultant – AAA Pharmaceuticals**  
**Carol Jones: Speaker- ABC Pharmaceuticals Speakers Bureau**

# WHAT TO EXPECT ONSITE

## Poster Set-Up

Go to the Poster Hall and set up your poster on your assigned numbered poster board. Set-up takes at least 5-10 minutes. *Note: Only the second part of your session-board number assignment will be on your board.* So, if your session-board number is 5-001, your board number is #1, for example.

## Length of Session

All posters must be displayed during the entire session.

## Poster Removal

Posters must be removed at the end of your session. Any poster materials left behind will be discarded. Check under the tables for any belongings you may have stored there. We ask that you dispose of any trash or unwanted materials in the receptacles provided.

## Safeguard your belongings!

Please do not leave valuables unattended in the poster area—even if your belongings are under the table. If you have a bag, briefcase, or purse, consider placing a leg of the table through the strap/handle to prevent anyone from reaching under and grabbing it. Make sure you check under the table after your presentation for anything you may have left behind.

## Rules for Presenting a Poster

- No one is permitted in the poster area without a badge.
- Children are not allowed in the poster area.
- The use of projection or demonstration equipment of any kind is not allowed.
- No additional furniture or special equipment will be permitted. We do not provide chairs. If you have a medical condition that requires you to sit during your presentation, please notify ASHP in advance by sending an email to [posters@ashp.org](mailto:posters@ashp.org).
- No food is allowed in the poster area. Bottled water or a covered drink is allowed.

Contact ASHP staff at the Poster Information Desk during poster hall hours with any onsite questions or issues.