

A network diagram consisting of numerous light blue and white circular nodes connected by thin, light blue lines, set against a gradient background transitioning from dark blue on the left to light blue on the right.

# Professional Posters

On-Site Logistics

The logo for AIHCE EXP 2019, featuring the text "AIHCE" in a large, bold, dark blue font, "EXP2019" in a smaller, bold, dark blue font below it, and the tagline "Advancing Worker Health & Safety" in a very small font at the bottom. The logo is surrounded by a faint network diagram.

AIHCE  
EXP2019  
Advancing Worker Health & Safety

## Author Attend Times

During your specific Author Attend Time, you are required to stand by your poster and discuss your research with attendees:

- **Poster Session 1**, Monday, May 20, 2019, 11:15 a.m.-12:15 p.m.
- **Poster Session 2**, Tuesday, May 21, 2019, 11:15 a.m.-12:15 p.m.
- **Poster Session 3**, Wednesday, May 22, 2019, 10:15 a.m.-11:15 a.m.

The logo for AIHCE EXP 2019, featuring the text "AIHCE" in a large, bold, dark blue font, "EXP2019" in a smaller, bold, dark blue font below it, and the tagline "Advancing Worker Health & Safety" in a very small font at the bottom. The logo is surrounded by a faint network diagram.

AIHCE  
EXP2019  
Advancing Worker Health & Safety

## Setting up your poster

- Professional posters will be located on **Lower Level (pink)**
- All relevant signage will appear in the color indicated
- The posters will be near the atrium escalators on both floors
- Since the posters are **not in the Expo Hall**, you will not need a special pass to set-up your poster; however, you will need your name badge, so **stop at the registration desk first**
  - Once you have your badge, you can proceed immediately to set up your poster

## Setting up your poster

- Set-up hours for posters:
  - **Sunday, May 19 from 2:00 p.m.-5:00 p.m.**
  - **Monday, May 20, 7:00 a.m.-10:00 a.m.**
- You will receive an email notification from AIHA prior to the conference indicating the number of your bulletin board in the poster area
  - **Your bulletin board number is the abstract number that was automatically assigned via our system at the time of submission**
  - **Find your bulletin board, and hang your poster**
  - **DO NOT hang your poster on any board other than the number you are assigned to**
  - **If you are unsure of where to hang your poster, go to the Speaker Ready Room (102A in the Convention Center) for assistance**

## Tear Down

- Tear down hours:
  - **Wednesday, May 22, 2018, 3:15 p.m.-5:00 p.m.**
  - ***Note: If you do not dismantle your poster by 5:00 p.m. Wednesday, your poster will be discarded***
- All supplemental materials, including any (optional) handouts that support poster research or presenter business cards, must be distributed ON your poster board (using push pins/ folder/ ziplock)
- **Tables will not be provided for posters**
- AIHA is not responsible for and cannot hold any poster materials on-site

## Poster Specifications

- Permanent adhesives are prohibited; pushpins will be provided on-site for mounting
- Heavy boards or backing should not be used, as they will not adhere to the display panels

# Poster Specifications

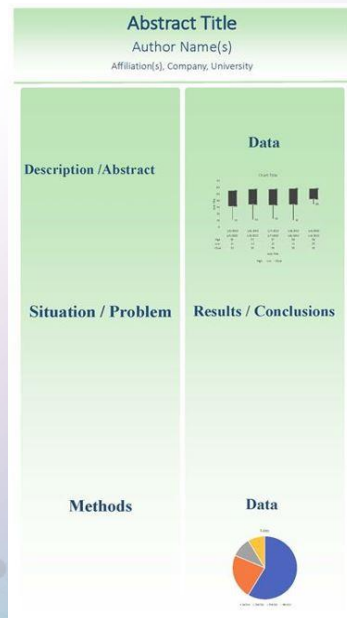
- Your poster should include:
  - The title of your accepted proposal
  - Your name, any co-authors or mentors, your institution
  - A description of research goals and methods
  - A presentation of results
  - A summary of major conclusions
  - Future directions for the research
  - A short bibliography or list of references
  - Acknowledgments (citing any help received, mentors, or sources of funding)

# Design Considerations

- Use **large**, uncomplicated fonts
  - The print should be legible from at least three to four feet away
- Convey your information with colorful images and figures
- Balance your text and images
- Use headings, numbers, white space, or color frames to organize the information
- Think of reader “gravity”—how the viewer’s eye tends to move from top to bottom and from left to right—and incorporate that flow into your design

# Design Considerations

- Include an abstract—a concise summary of your work, written in a way that makes the reader want to take the time to study your poster
- Engage the reader by including an image, model, or photo in your introduction
- Communicate the methods used with a flow chart, figures, or process diagram and a concise description
- Articulate the take away lessons in an understandable manner
  - While the poster serves as a visual aid while you talk, others may view it when you are not there



# Resources

- Helpful Hints for a Successful Presentation:
- <https://www.aihce2019.org/Speak/Pages/Helpful-Hints-for-a-Successful-Presentation.aspx>

MAY 20-22 • MINNEAPOLIS, MN

AGENDA ATTEND EXHIBIT **SPEAK** HOTEL/TRAVEL REGISTER

AIHce2019 EXP > Speak

## Speaker Toolkit



Here you will find guidelines and suggestions to help you prepare and deliver a solid, visually stimulating, and informative presentation.

Click/tap the icon to access the resources and information you need.

- Speaker Ready Room** >>
- Registration and Reservations** >>
- PDC Presenter Resources** >>
- SPARKtalks Presenter Resources** >>
- Promote Your Session** >>
- Education Session Presenter Resources** >>
- Poster Presenter Resources** >>
- Helpful Hints for Your Presentation** >>

## On-Site Printing Options

- For your convenience we have compiled several local printing options
- Please note that presenters are responsible for the development, printing, shipment, and display of all poster-related materials and any associated costs

## On-Site Printing Options

The UPS Store on-site at the Minneapolis Convention Center

- Prints posters 2ft. wide x up to 10ft long
- Orders must be emailed to [Store6479@theupsstore.com](mailto:Store6479@theupsstore.com) (if using a Cloud sharing site, the file must be publicly shared)
- Cost \$7.00 per square foot and take 1 hour to print per poster
- Posters needing to be completed prior to 9:00 a.m. must be submitted by 5:00 p.m. the night prior

The FedEx at the Hyatt Regency Minneapolis

- <https://local.fedex.com/mn/minneapolis/office-5570/?cmp=LOC-1001545-3-1-971-1110000-US-US-EN-YEXTLISTFXOPRSC>
- Click the purple "Start Online Order" in the middle left side of the page next to the map



## Questions On-site

- If you have any questions on-site go to the **Speaker Ready Room (102A in the Minneapolis Convention Center)** to speak with an AIHA staff member
- **Speaker Ready Room Hours:**
  - Friday, May 17: 3:00 p.m. - 4:00 p.m.
  - Saturday, May 18: 7:00 a.m. - 5:30 p.m.
  - Sunday, May 19: 7:00 a.m. - 5:30 p.m.
  - Monday, May 20: 8:00 a.m. - 4:00 p.m.
  - Tuesday, May 21: 7:00 a.m. - 5:15 p.m.
  - Wednesday, May 22: 8:00 a.m. - 3:00 p.m.

## Questions?

- Contact Kathryn Christoe, [kchristoe@aiha.org](mailto:kchristoe@aiha.org) with any questions.