CASQA 2024 Annual Conference - Poster Development Instructions

Poster Specifications

Please adhere to the required poster specifications to help ensure that posters are attractive, readable, and at the appropriate level of detail to provide meaningful information to conference attendees.

- Limited to (1) poster
- Size: Approximately 3' x 4' and oriented in portrait format
- Minimum type size: 20 pt.
- Posters should clearly indicate Title, Author, and Affiliation
- Posters may include your contact information (optional)
- Components should generally include:
  - Introduction and Background
  - Methods or Approach
  - Results
  - Conclusion and/or Discussion
- Presenters should aim for clarity and simplicity
- Posters should have visual impact with more imagery and less text
- Text should be balanced with figures and graphics
- URLs to research may be included
- Advertisements and excessive logos should be avoided

Display and Removal Instructions

- CASQA will provide the poster display boards on which to attach your poster.
- Poster placement is first come-first served and your personal preference.
- Poster Presenters are responsible for mounting their posters to the display boards **by 11:30 AM on Monday, October 21, 2024**.
- If your poster board is thicker, you should bring your own longer thumbtacks.
- Poster Presenters may want to leave business cards in an envelope tacked to their poster board.
- Poster Presenters may remove their posters **after 11:15 AM on Wednesday, October 23, 2024**. Posters that have not been removed by the conference closing time will be discarded.

Presenter Availability

Posters will be displayed during the entire conference. While posters should be self-explanatory, CASQA encourages poster presenters to be available as much as possible to answer questions. Please plan to be available to stand by your poster during breaks when available.

Conference Registration

Poster presenters who are not also a primary speaker or panelist receive a $40 discount off the Member or Non-Member general attendee fee.

- **Deadline to register: Friday, October 11, 2024 - 5:00 PM Pacific**
- [Click to register](#)

No Charge Poster Presenter Option (for this option contact the [CASQA Events Manager](#))
  • There is no charge for poster presenters attending **only** to put up/take down their poster.
  • Meals are not included in the no-charge option.
  • If you plan to attend sessions then you must purchase either a Full Conference Pass or a 1-Day Conference Pass, depending. Badges will be periodically checked in sessions and always to enter lunch.
  • No-charge poster presenters do not need to officially register but must still check in at the CASQA Conference Registration Desk to pick up their badge.

Onsite Conference Check-In

All poster presenters must check in at the CASQA Conference Registration Desk to pick up their badge, whether registered or not, and to get directions to where the poster display boards are located.