Responding to Climate Change through Clinical and Translational Research

13th Scientific Day, The Alliance
Poster Preparation Guidelines

Purpose

A poster is a graphic presentation of a presenter research project, highlighting the KEY POINTS. It should: provide a brief overview of the work, generate an active discussion, and present conclusions or recommendations.

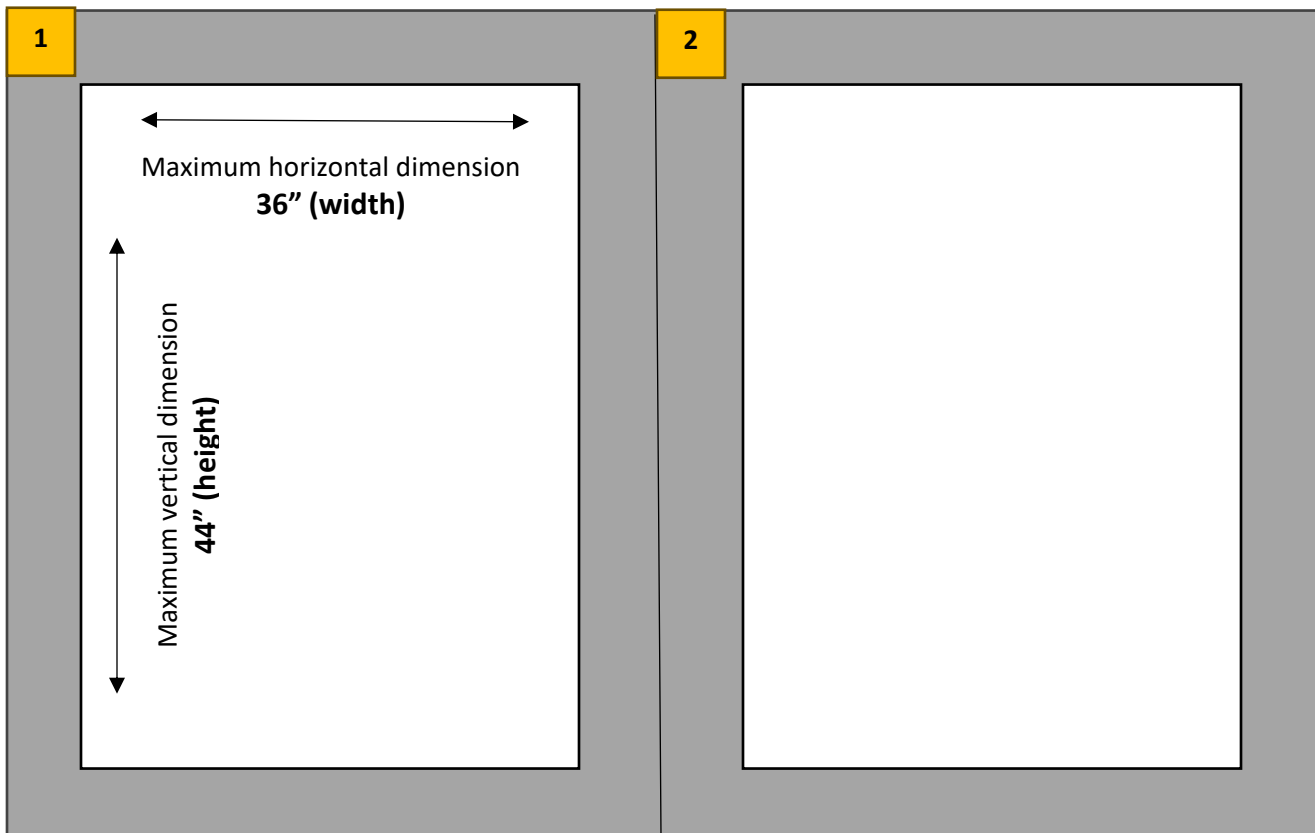### Poster Session Information and Schedule

- The poster session is part of the activities of the 13th Scientific Day (May 8, 2024). The complete schedule of the Scientific Day is available at: **https://alliance.rcm.upr.edu/scientific-day-2024/**.
- **The formal poster session is scheduled for May 8, 2024 from 10:00am – 11:30am.** The poster main presenter must attend in-person and stand by the poster during the entire session.
- Each poster main presenter will be notified of their poster board assignment by email prior to the event. Poster boards will have numbers in the upper right corner of the board. Push pins and/or binder clips for mounting your poster will be available. However, feel free to bring your own mounting materials.
- Presenters are responsible for mounting and removing their own posters. Posters and display materials that are not removed following the conclusion of the event will be discarded.

Format

- The official language is English, and the poster **must comply with the Puerto Rico Health Sciences Journal (PRHSJ) guidelines**.
- Posters should include the **TITLE** [UPPER-CASE LETTERS, **bold,** maximum 100 characters (no spaces)] followed by the **Author(s), Name(s)** [Upper-lower case letters, presenting author must be listed first; for each author, include first name, middle initial, last name, and highest degree(s) - MD, PhD, MS, etc.; separate author name from degree with comma; separate authors with semi-colon.] and **Affiliations** [in a new line immediately following author(s) line, list institution(s) where work was performed; if more than one institution, indicate each author affiliation using numbers (superscript) and separate institutions with semi-colon.] For the body of the poster, the suggested order is: **ABSTRACT:** Summary justifying the project's purpose, methods, results, and conclusions (according to PRHSJ guidelines). **INTRODUCTION:** Provide clear statements about the background of the problem and hypothesis and its relevance. Also, describe the objectives and the specific aims. **METHODS**: Explain the methodologies, strategies, or activities that have been used to address the problem. **RESULTS**: Show the results or outcomes. Use graphs, charts, diagrams, and photos. **CONCLUSION**: List the main findings. **Funding:** Authors are encouraged to acknowledge grant support for work (if applicable). **IRB/ IACUC approval number:** Number of local IRB/IACUC or detailed exempt statement. ***Note:*** *For clinical trials, a trial registration heading should also be included (name of the trial registry, the registry URL and the trial registration number).*

Designing (setting up) your Poster

- Please note that this year:
  - **The poster dimensions should be no more than 36-inches (width) by 44-inches (height), using portrait orientation, and 1-single page (slide)**. Smaller sizing is permissible.
    - You can use a PowerPoint template or create a new presentation using a New and Blank Presentation → click on Design → Slide size -→ Custom slide size and adjust the slide size to **36" x 44"** and the orientation to **portrait**.
  - Poster boards will contain two (2) posters on each side. Please be sure that your poster fits with the recommended maximum dimensions and do not interfere with the other poster. See the diagram below:
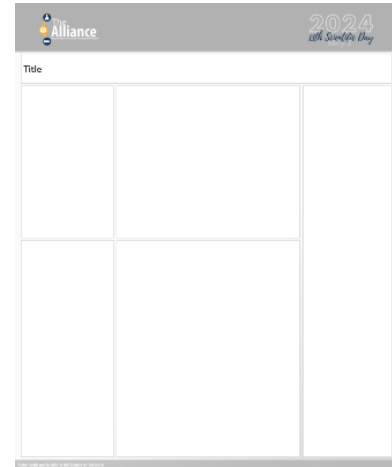

- **Special Instructions for this electoral year:**

"Tengan en cuenta que cualquier afiche, banner, flyer que se imprima con motivo de este evento, debe someterse con tiempo suficiente ante la OCE. Si se planifica tener carteles científicos a ser presentados por Facultad o estudiantes de RCM, se necesita someter un template modelo que utilicen aquellas personas del RCM cuya impresión del cartel se vaya a costear con fondos públicos."

Electronic communication received on March 18, 2024.

If this applies to your presentation, please note that a template has been submitted to the "Oficina del Procurador Electoral" for its approval and will be made available as soon as we receive such approval. Nevertheless, the required format explained above will still apply according to poster measurements. It also applies to poster presenters from other public institutions. The template will be also available soon in the event webpage: https://alliance.rcm.upr.edu/scientific-day-2024/

- For embedded images prefer .jpeg or .png file formats in a resolution of 72 or 96 dpi.
- Font type, size, and color
  - The use of Arial, Garamond, Times New Roman, or Verdana is recommended as font type.
  - Font sizes may vary depending on the viewing distance and amount of text to be included.
    - For the title a good size is 125-point font but can be at least 72-point font. It is important to point out that titles should be viewable from 10 to 15 feet away.
    - For sections under the title, the ideal is 56-point font, but can be at least 46-point.
    - For the block text/body the ideal is 36-point font but can be at least 24-point font.
  - Please, remember to use a high contrast between the color of the text and the poster background. Black/dark text with a light background is the most legible for printed materials.

IMPORTANT: Next Steps

- This year, we are requesting a **5-min maximum recording explaining your poster**. It can be prepared in PowerPoint using the "Record" tool and submit your mp4 recording **via email to karen.pabon@upr.edu on or before April 22, 2024**. Example of an iPoster: https://ipostersessions.com/tutorials/
- In addition, you must **send your poster in PDF format** with the following filename schema "FIRSTNAME-LASTNAME.pdf," e.g., John-Doe.pdf. **by May 1, 2024 via email to karen.pabon@upr.edu**. with the subject line "Poster Scientific Day | FIRSTNAME-LASTNAME". The maximum file size is 25MB. Files greater than 25MB will not be accepted.
- It is a requirement for the author or co-author(s) to present their print poster in person on the assigned date **(May 8, 2024).**
- If you are not registered yet in the 13th Scientific Day, please do it **by April 8, 2024** at: https://redcap.link/2024SD-Register