



Poster Guidance for ASPEN 2022 Nutrition Science & Practice Conference

Updated December 17, 2021

Brand Name and Logo Usage

This policy is to serve as guidance for development of ASPEN Nutrition Science & Practice Conference poster presentations.

- *Use of brand names (including names of institutions) in poster presentations should be limited to only one time and should be placed in the methodology section of the poster.* You should use a generic name with that brand name and then continue to use that generic or abbreviated generic name throughout. *Use of the brand name in the title will not be allowed.* The purpose of allowing one time use of the brand name is to provide enough specific detail to allow another researcher to reproduce these results (See Uniformed Requirements below).
- *Use of institutional, agency or company logos will be allowed one time on the poster.* Text associated with the graphic logo will be no larger than 2" high, and placed at the top of the poster. Logo graphics must be proportionate to the text. Should there be multiple organizations involved with the abstract, those logos may also be placed at the top of poster.

Authors and Disclosures

- The names of the authors will be listed under the title and will include the name of the author's agency, institution, or company. The authors' agency, institution, or company will be listed only **once** and at the end of the author list.
- Disclosures and research financial sponsorships **must** be listed in a section at the bottom of the poster. This section should be inclusive of all sponsors but should be in a **small font** compared to the remainder of the poster.
- Questions may be directed to Michelle Spangenburg at michelles@nutritioncare.org

Poster Size

- POSTER SIZE: **no greater than** 4 feet in height (vertical) (1.219 meters) by 6 feet wide (horizontal) (1.828 meters). This is the exact size of the poster board, so you may want to go smaller. Use your judgment about the size necessary to insure readability of the text you are presenting. Sample poster layout – see next page.
- PLEASE NOTE: Your poster will also be uploaded to ASPEN's ePoster platform for the virtual conference participants to view. Poster width for the ePoster platform can range between 55 - 35 inches. Poster height can range between 35 - 18 inches. You may opt to make your poster the same size for the in person poster presentation and ePoster platform if that is easier. Please refer to the ePoster guidelines.

Poster Layouts

Modern Alternative:

Take a look at the video by Mike Morrison discussing a more simplified knowledge transfer during poster presentation sessions via a redesigned poster template which utilizes basic language and a QR code. <https://www.youtube.com/watch?v=1RwJbhkCA58>

Consider using the poster templates included on the page for your ASPEN conference poster.

Example Portrait Layout



Example Landscape Layout



Traditional:

Text associated with Logo is 2" or less high (5.1 cm). Graphic logo is proportionate to text.



Title- Ex. The use of *generic formula name* in the ICU John Doe, Jane Doe Acme Medical Center, Anywhere, USA

Introduction-

Methods- Ex. We used generic formula name (Anycal®, XYZ Company, Springfield, USA)

Results

Conclusions- Ex. Generic formula saves lives in the ICU

Disclosures- Ex. This research was supported by Acme Medical Center and a Research Grant from XYZ Company

*Case Studies and Other Abstract Content

For case studies or other abstracts that do not follow this format (introduction; methods; results; conclusions), we would suggest using the following sections;

Introduction (context of case, relevance, importance)

Description (history, studies, patient progress/outcome)

Discussion (rationale for decisions, lessons learned, etc.).

Disclosures

Example Traditional Layout

Logo	Title of the Research Study PEOPLE WHO DID THE STUDY UNIVERSITIES AND/OR HOSPITALS THEY ARE AFFILIATED WITH			Logo
Introduction <small>We have found the template useful! This may not be valid a 48x72 (1x1) horizontal poster when we print it at 200%.</small> <small>We've put the heading we usually see in these posters, you can copy and paste this into your own document. You can also change the background color to light blue instead of a dark grey. Background colors are not recommended for posters.</small> <small>The letter boxes will automatically fit the text you type, if you click on the text, you can see the little handles that appear to stretch and move the text. If you type more than a little bit, you can see a little more room for your type, go to format tab, spacing and reduce it to about 100%.</small> <small>The letter boxes through the center of the page will not print, you can change the size of the text and the spacing, but the letter boxes will still be there when they are on the page. Use them in get your text to fit the page.</small> <small>How to bring things in from Excel and Word:</small> <small>Right click the chart, select copy, and then right click into Powerpoint. If the chart can be embedded it is required. If you need to copy and paste, right click the chart, select copy, then right click into Powerpoint and select paste. If you need to copy and paste scientific symbols used in reported charts, which Powerpoint will not accept, right click the symbol, select copy, then right click into Powerpoint and select paste. It is best to use the Symbol font for scientific symbols.</small> <small>Notes:</small> <small>We want images to be 72 x 120 dpi in their final size. We are a rule of thumb that 1200 pixels of width or height is a good size of image. For instance, a 3x2 photo that will be 6x3 in size on the final poster.</small> <small>Powerpoint: If you import an image into Powerpoint, generally, if you double click on an image to open it in Microsoft Photo Editor, and it only has a few colors, it will change the image to a 256 color image. We find that images 1200 pixels or wider work very well in Powerpoint.</small> <small>Posters: To use your image in a poster, go to file menu>Print. Posters to be printed at 200% need to be 200%.</small> <small>Footnote: If you have comments about how this template worked for you, we'd appreciate you.</small> <small>We know! Call us at 800-561-7501 if we can help in any way.</small>	Methods	Results	Conclusions	
	Figure #1 	Figure #2 		
			Bibliography <ol style="list-style-type: none">1. XXXXXXXXXXXXXXXXXXXXXXX2. XXXXXXXXXXXXXXXXXXXXXXX3. XXXXXXXXXXXXXXXXXXXXXXX4. XXXXXXXXXXXXXXXXXXXXXXX	

ASPEN Virtual Poster (ePoster) Guidelines

ePoster Presentation Requirements and Tips:

- For publishing purposes, the poster upload must be a single slide PDF file at the **highest resolution possible**. The complete poster is limited to one slide.
 - From the Microsoft PowerPoint toolbar select File > Save As > PDF (*.pdf) file type > Save
- The aspect ratio (ratio of width to height) should be set to '16:9' landscape layout (horizontal orientation)
 - From the Microsoft PowerPoint toolbar select Design > Slide Size > Widescreen
- Poster size in inches (width X height) can vary. Poster width can range between 55 - 35 inches. Poster height can range between 35 - 18 inches.
 - From the Microsoft PowerPoint toolbar select Design > Slide Size > Custom Slide Size
- All content and text should be in English.
- Fonts should be sans-serif (e.g. Arial, Calibri, Times New Roman etc.). Do not use special fonts that are difficult to read.
- Minimum font size should not be smaller than 16 pt. Use your best judgement. If you cannot read it, the viewers cannot read it.
- DPI 300 pixels/inch for images and graphics (JPGs or PNGs)
- Do not use animated effects, "animations" or videos.
- Make sure your text and background have a large contrast (dark lettering on a light background or the reverse).
- The poster should highlight the important parts of your study. It does not need to include every detail of the study or the complete abstract text, but rather should serve as a visual aid to effectively communicate your work to others (use charts, graphs, illustrations, and/or photographs as appropriate).
- Title, author list, and institutions/organizations should be located at the top of the poster. Make sure you include the disclosures of each author and references on your poster as well.
- **Mac Users** - due to differences in operating system standards, formulas created on a Mac do not always translate correctly to a PC, so it's highly recommended that you save formulas as images from a Mac.
- **Make sure to proofread and share your poster with colleagues for feedback before submitting your final ePoster PDF.**

ePoster Templates:

If you are unsure how to format an ePoster from scratch using PowerPoint or a similar software, you may use any of the templates provided on [this page](#) as a starting point. Feel free to make any edits within the guidelines above to personalize your ePoster.

ePoster Audio Tips:

Please note poster audio is NOT required. If you would like to include an audio clip with your poster, please use the following information. All audio will be recorded in the online poster management platform provided by ASPEN.

- Record in a place where you can get the strongest internet connection. If possible, connect directly to your router through an ethernet cable.
- Close out of any applications (keep as few things running on your device as possible)
- Use a plug-in microphone or headset rather than relying on your computer microphone/speakers to capture the sound. This will ensure high quality audio.

- Speak clearly and turn off anything in the room that makes loud noises.
- If you make a mistake, you will be able to delete or remove your audio and re-record it.

ePoster Submission:

ASPEN will provide separate communication to poster presenters with instructions on how to upload the final ePoster PDF to the online poster management platform.

Please contact Michelle Spangenburg at michelles@nutritioncare.org with any questions or concerns.

Manuscripts

Reference the manuscript preparation and submission documents provided by ICMJE (The International Committee of Medical Journal Editors) by using the link below.

Updated December 2018: <http://www.icmje.org/recommendations/browse/manuscript-preparation/>

**The International Committee of Medical Journal Editors*

The International Committee of Medical Journal Editors (ICMJE) is a group of general medical journal editors whose participants meet annually and fund their work on the Uniform Requirements for Manuscripts.

Don't forget to read over the [Roles of Authors/Contributors, Conflicts of Interest, and Responsibilities in the Submission and Review Process](#) prior to manuscript preparation and submission.