



National
Association of
School Nurses

1100 Wayne Avenue, Suite 925
Silver Spring, Maryland 20910
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www.nasn.org

Guidelines for Posters

Please be aware of the [NASN Annual Conference Call for Abstracts Agreement and Conflict of Interest Policy](#). All session presenters must agree to these terms and conditions.

NASN's poster presentations are presented on digital screens. For that reason, posters may be referred to electronic or e-posters. For the purposes on these guidelines and for simplicity, the term posters will be used.

What should be included on the poster?

Posters are visual displays on a selected topic. They provide an opportunity for discussion and stimulating interest.

Posters should cover the content in the following ways:

- Background (including the problem)
- Method
- Results
- Conclusion
- Implications for Practice

Posters must include a disclosure statement underneath the poster title. *Please reference the detailed instruction provided at the end of this document.*

Posters should answer the following questions:

Q. What is the question/concern/issue?

A. Use clear statements to convey the purpose of the research or topic.

Q. Why should my audience care?

A. Explain/communicate the significance of the topic.

Q. What is the strategy?

A. Outline how the problem or issue was addressed.

Q. What was actually found?

A. List results of the research.

Q. What does this all mean?

A. Explain conclusions and how they were made.

Q. Where do we go from here?

A. Share any topics that could be used to expand for future research or list recommendations to further this topic.

What should NOT be included on the poster?

Posters may not promote a specific product, drug, technology, or instrument.

Posters and/or materials presented to the learner related to the educational activity cannot include any logos or other trademarks of a commercial interest organization. Acknowledgement of commercial support must be limited to the name of the entity providing support.

Formatting tips for electronic posters:

Information should flow from left to right or top to bottom.

Use no more than four colors.

The smallest font size recommended is an 18-point font. Keep in mind that the poster must be read from a distance. Use of multiple fonts is distracting and hard to read. It is better to choose a single font and use italics, bold, or color for emphasis. Use the same font face in larger sizes for titles and headings.

Avoid using all upper-case type, even for titles and headings.

Select the most important information – the material that will promote one-to-one interchange with viewers – that emphasizes why it is important for viewers to know about the work.

Whenever possible, use graphs, charts, tables, figures, pictures or lists instead of text to get the point across. It will allow for learner engagement and interaction when the poster is shared with conference attendees.

Frequently asked questions (FAQs):

Q. Do I need references for a poster presentation?

A. Yes. When an abstract for a poster is submitted, it is required to have relevant/timely evidence-based references in APA format. References are required and are NOT optional. Posters must include references in clear text. Links to references using scannable technology such as QR codes or noting "references offered upon request" are not acceptable forms of references. If the evidence-based references are not clearly listed on the poster, the presentation is in jeopardy of not being included in the NASN Annual Conference. No exceptions



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Q. Are websites acceptable references?

A. Websites are acceptable only when they are written with the required documentation in APA format*.

*Purdue University Online Writing Lab (OWL): <http://owl.english.purdue.edu>

*NASN Style Guide: <https://journals.sagepub.com/pb-assets/cmscontent/NASN/NASN%20Style%20Guide%202019.pdf>

Q. What will happen if I do not adhere to deadlines as requested?

A. If at any point poster contributors do not adhere to NASN's strict deadlines and time frames for submissions or the presentations scheduled from those submissions, the submitter and the author(s) attached to the submission jeopardize their participation in the NASN Annual Conference. Despite having an accepted submission, NASN reserves the right to remove and/or cancel a presentation at any time if the submitter and/or the author(s) are not compliant with NASN's deadlines and/or guidelines for submissions. **NASN will not be financially responsible for any incurred financial losses and/or reimbursements for presentations that are removed and/or cancelled due to a failure to comply with and/or meet required deadlines.**

Q. What is the poster presentation schedule at the conference?

A. Poster presenters are required to attend and present their poster on the designated date during the designated time frame assigned. The time frame is approximately 1.5 to 2 hours on one day during the conference. The date and time frames will be assigned by NASN to presenters in June. *NOTE: Posters will remain available to conference attendees on additional day(s) during the conference; on these additional days, presenters are not required to be present.*

Q. Can I have animations or audio on my poster?

A. No. NASN's technology for posters does not support the use of animations or audio on posters. All posters should be stationary; free from use of animations or audio components to share on digital screen.

Q. Can I submit my poster in PowerPoint or Word format?

A. No. NASN does not accept posters in these formats. Posters should be submitted in PDF format.

Q. How will my poster be displayed?

A. Posters will be presented on 55" screens on pedestals. In addition, a small table will be available for handouts or business cards. No other audio visual equipment or electrical outlets will be provided



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Disclosure statement instruction for poster authors, presenters and/or planners:

It is required by American Nurses Credentialing Center (ANCC) standards to be able to award Continuing Nursing Education (CNE) hours. NASN must ensure that all educational session content is free of commercial bias and influence. Each educational poster **must** have the disclosure statement placed under the title of the presentation, listing any disclosures or indicating that there are no relationships that require disclosure. The intent of this disclosure is to provide learners with information on which they can make their own judgments without bias influences.

Center the disclosure wording under the title of your poster.

To ensure the wording is accurate, please copy the wording that is appropriate for your poster from the wording below.

Use this wording if there are NO relationships to disclose:

I/we [*chose the pronoun that represents the presenter(s)*] disclose the **absence** of personal financial relationships with commercial interests relevant to this educational activity within the past 12 months.

[Name(s) of presenters(s)]

Use this wording if there are relationships to disclose:

The following personal financial relationships with commercial interests relevant to this educational activity **existed** during the past 12 months: [*Name of commercial interest*] [*Nature of relationship*].

[Name(s) of presenters(s)]

Updated August 2019