

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.

NOTE: There is a possibility that we may prerecord the presentations prior to the conference. If so, please be prepared for this request.

What should be included on the poster?

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

The Research Method should be used to write the submission description and cover the poster content:

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

What Should the e-Poster Convey?

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

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

You are required to display a disclosure statement under your e-Poster title (see below).

The poster and/or materials presented to the learner related to the educational activity should not display 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.

Slides, handouts or other materials presented to the learner related to the educational activity should **not** display any logos or other trademarks of a commercial interest organization. Acknowledgment of commercial support must be limited to the name of the entity providing support.

Your poster 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 I care?

A. Explain/communicate the significance of the topic.

Q. What is your strategy?

A. Outline how you addressed the problem or issue.

Q. What did you actually find?

A. List the results of your research.

Q. What do you think it all means?

A. Explain your conclusions and how you got there.

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.

Q. On what evidence did you base your strategy?

A. Evidence-based references are required and are NOT optional or offered upon request.

Tips for Preparing 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. 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 attendees – that emphasizes why it is important for them to know about your work.



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Whenever possible, use graphs, charts, tables, figures, pictures or lists instead of text to get your point across. It will allow for learner engagement and interaction when you have the designated opportunity to discuss your e-poster with attendees.

Keep in mind that some participants will be viewing your poster on a laptop or tablet screen. If it is hard to read on your screen, it will be hard for them to translate on their screen.

PowerPoint:

1. In Office 365, click on PowerPoint Icon and select Blank Presentation.
2. Customize your slide. **No animation, QR codes or interactive components are allowed.**
3. When your slide (**only one**) is complete, save the file.
4. Convert your saved file into a PDF. Save the PDF. (This is the only way that you will be able to upload into Catalyst)

PDF Document:

1. If you do not have access to PowerPoint, start with a **Word** document (**landscape layout**).
2. When your Word document is complete, save the poster as a PDF.

Disclosures for e-Poster Presentations

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 e-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 wording under the title of your e-poster.

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

No Relationships to Disclose

Planner, Presenter, Author Disclosures

[NAME OF PRESENTER(S)]

I/we disclose the **absence** of personal financial relationships with commercial interests

relevant to this educational activity within the past 12 months.

Relationships to Disclose

Planner, Presenter, Author Disclosures

[NAME OF PRESENTER(S)]

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:

Frequently Asked Questions (FAQs)

Q. Do I need references for an e-Poster presentation?

A. Yes, you are required to have relevant/timely evidence-based references in APA format* on your e-poster, or your submission will NOT be accepted. References are not optional or “available upon request.” We accept seminal evidence-based references. However, NASN expects presenters to do their due diligence to ensure that more research has not been presented on the topic in order for the reference to qualify. ANCC highly encourages this practice as well.

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/StyleGuide_APA7_Updated_2.12.20.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 timeframes 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.



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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. A presentation date and time will be assigned by ANASN to presenters in June.

NOTE: There is a possibility that we may prerecord the presentations prior to the conference. If so, please be prepared for this request.

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.

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.

E-Poster Sample:

https://docs.omnibooksonline.com/assets/NASN12146/67734/POST_5635_Melanie%20Matthews.pdf

Updated: August 2020