



## CASQA 2023 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 before 10:30 AM on Monday, September 11, 2023.
- 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 the poster board.
- Poster Presenters may remove their posters after lunch on Wednesday, September 13, 2023. 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 the morning break on Monday (10:30 - 11:00 AM) and during other breaks as 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: Tuesday, September 5, 2023 - 5:00 PM PT
- [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 the morning break on Monday.
- Meals are not included in the no-charge option.
- If you plan to attend another session, or lunch, but no other conference days, then you must purchase a 1-Day Conference Pass for that day.
- 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 packet and badge.

**Onsite Conference Check-In**

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