

Virginia Orthopaedic Society  
67<sup>th</sup> Annual Meeting  
Hotel Roanoke – Roanoke, VA  
***Poster Guidelines***

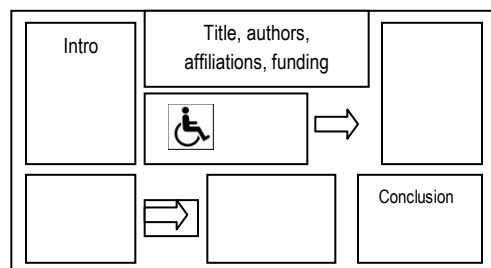
### **Mounting and Removing Materials**

VOS will provide you with a poster board on which to display your materials. Locate the board with the number matching your assigned poster number. Posters should be on thin poster paper or cardboard – anything heavier will not stay in position. VOS will provide materials with which to fasten your poster to the board.

- Please do not write, paint, or use double-faced tape on the poster boards.
- Do not leave anything on the floor near or under the poster board once it is set up. Anything on the floor is a safety hazard, and any losses are not the responsibility of the Society.
- Please note that projection equipment, videotape records, and electrical outlets will not be available in the poster session area.
- Follow the established schedule for set-up and teardown times. Any losses incurred by late teardown are the responsibility of the poster presenter.

### **Poster Format**

1. The poster board surface area is 4' high and 8' wide.
2. Prepare a label for the top of your poster indicating the title, authors, and institutional affiliations. **Please also include acknowledgment of any and all project funding.** Lettering should be at least one inch high.
3. It is best to arrange written materials in columns. Text should supplement graphics – the poster is primarily a visual, rather than a written presentation. It may be helpful to use arrows to indicate the direction in which the poster is meant to be viewed.
4. An introduction should be placed at the upper left corner and a conclusion at the lower right corner, both in large type.
5. No materials should extend beyond the perimeters of the board (above, below, or on the sides).
6. Use the board assigned to you and do not move the location of your poster.



### **Illustrations**

Be advised that illustrations will be viewed from a distance of 2' or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold format. Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides, although preferably simpler (avoiding unnecessary details) and more heavily drawn. Keep everything as clear as possible.

### **General Information**

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal opportunity for informal discussion, but discussion becomes difficult if you have to devote your time to explaining your poster. Authors should be at their posters during poster sessions.

### **Poster Schedule**

<p style="text-align: center;"><b>Friday, May 2, 2014</b></p> <p style="text-align: center;">Poster Setup – 3:00 pm – 5:00 pm</p> <p style="text-align: center;">Posters Available for Viewing – 5:00 pm – 7:00 pm</p>	<p style="text-align: center;"><b>Saturday, May 3, 2014</b></p> <p style="text-align: center;">Posters Available for Viewing – 6:00 am – 4:00 pm</p> <p style="text-align: center;">Presenter-Attended Poster Session – 10:00 am – 10:30 am</p>
<p style="text-align: center;"><b>Sunday, May 4, 2014</b></p> <p style="text-align: center;">Posters Available for Viewing – 6:15 am – 11:30 am</p> <p style="text-align: center;">Teardown – 11:30 am – 12:00 pm</p>	