

annual convention

FEB 8 - 10 · SAN DIEGO, CA

Poster Guidelines

SPSP 2024 is being held February 8-10, 2024. All posters will be presented in person in San Diego, CA.

- Each poster is scheduled in a poster session organized around common topics.
- Dimensions of the Poster Board are 4' (48") high x 6' (72") wide. All posters should be made to fit within these specifications.
- All poster presenters are required to upload a PDF or PPT of their poster to Whova.
- Presenters may submit a pre-recorded audio/video recording or link (Vimeo, YouTube, etc.) of their presentation. **Submitting a recording is optional.**

Important Dates

December 12	Deadline for Presenters to Register for the convention.
December 22	Whova virtual platform link sent to: -upload Poster and Handouts -create Presenter Profile
January 5	Deadline for Early Bird registration pricing
February 1	Deadline to upload Poster and Handouts to Whova (suggested deadline for your poster and handouts, you may submit to Whova later if needed). Optional pre-recordings due. Pre-recordings are created by the presenters using their own technology and presenters will upload their own recordings this year to Whova.
February 8-10	SPSP Annual Convention 2024
May 10	Convention application access closes

PRESENTER ACTION ITEMS:

Registration – Deadline December 12

- Poster presenters must [register](#) for the convention to present a poster.
- Access to Whova (uploading of posters, handouts, and presenter profile) is available to registered presenters only.

- Presenters not registered by December 12 will be removed from the program (unless exception has been provided from meetings@spsp.org).
- Presenters must have an active SPSP membership through **December 31, 2024**.

Creating Your Poster See [PowerPoint Template](#) for Posters

- Posters may use this template to create their poster or a template of your choosing.
- Keep information concise. Avoid text-heavy content.
- Do not use copyrighted materials or content that should not be shared publicly.
- Consider the [Accessibility Guidelines](#).

Uploading Posters and Handouts to Whova – Deadline February 1.

- Please be sure to upload your final file, as you are not able to delete the file after uploading and SPSP Staff will have to remove it for you. **Making sure the final file is uploaded correctly will help avoid delay.**
- Create your PowerPoint slides and upload to Whova. Name file as follows:
 - File name: *Presentation Title_Last Name_Poster.ppt*
- Presenters may upload up to (2) optional supplemental materials (e.g. worksheets, data results) directly into Whova:
 - File name: *Presentation Title_Last Name_handout.pdf*
- February 1 is the suggested deadline for your poster upload and handouts, you may submit to Whova later if needed.
- How to upload your materials:
 - Check your email for a message sent to registered convention presenters by Whova on **December 22**.
 - To ensure email delivery, add *events-noreply@whova.io* to your address book or safe sender list.
 - This email contains a unique link for each presenter that leads to the **Speaker Form**.
 - Open the Speaker Form and follow the instructions to submit your poster PDF.

Audio/Video Recording – Deadline February 1

- Posters presenters may upload an audio or video recording of them presenting their research in order to make their presentation accessible to virtual convention attendees. **Submitting a recording is optional.**
- Pre-recordings may not exceed 5 minutes; 400MB max file size.
- Presenters may record with any methods they are most comfortable
- Note: For optional poster recordings, please consider attendees' accessibility and add closed captioning if possible. [One example](#) shows how to add this to zoom recordings. PowerPoint recordings also have [an option for this](#).

Presenting Your Poster – In Person Attendees

- A complimentary Poster Check will be available in the Sails Pavilion (Exhibit Hall), Upper Level at the Convention Center. Posters not retrieved by the end of each day will be discarded. Do not leave any personal belongings unattended in the Exhibit Hall/Poster Room. SPSP is not responsible for any items lost or damaged in this room. Hours for the poster check are:
 - Thursday 7:30 am-7:00 pm
 - Friday 7:30 am-6:00 pm
 - Saturday 7:30 am-6:00 pm
- Poster boards will have uncovered pinboard surfaces. Posters are to be attached via thumb tacks only. No permanent alterations can be made to the poster boards. Thumbtacks will be provided.
- Each poster presenter will be assigned a day, time, and poster board number. Attendees will be able to mingle and move from poster to poster, having conversations with presenters at on the topic of their research. All presentations will be at one of six times that will not compete with other programming.
- All information, including any illustrations, graphs or charts are to be displayed within the poster board's 4'x6' dimensions. Materials cannot be setup on the floor or leaned against the poster board in any way.
- It is recommended to keep your information simple and concise. Avoid overly text-heavy write-ups. Keep font sizes large to allow viewers to read your poster from multiple feet away.
- Do not print materials for presentation on foam-core/board or other thick, heavy materials, as they will not be suitable for attachment to the poster board.
- Presenters are able to hang their posters 15 minutes prior to the start of each session and are expected to present for no less than 45 minutes of their assigned session time. It is recommended that presenters be available for the duration of the session to answer any questions.
- Considering bringing:
 - copies of your research to give to interested attendees
 - copies of your CV
 - business cards
 - links to your publications online, your research, your lab, or your website