



society of hematologic oncology

Poster Guidelines

These guidelines are designed for those that have been scheduled to present a poster during the annual meeting of the Society of Hematologic Oncology. Scientific posters summarize information or research concisely and attractively to help publicize it and generate discussion. The poster is usually a mixture of brief text mixed with tables, graphs, pictures, and other images. The researcher stands by the poster display while other participants view the presentation and interact with the author. By facilitating informal discussions between presenters and other participants, poster sessions provide a more intimate forum for exchange. Ideally, a well-constructed poster will be self-explanatory and free the author from answering obvious questions so that discussion may focus on particular points of interest. Successful poster presentations are those which achieve both coverage and clarity.

Coverage

Has all obvious information been provided? Will a casual observer walk away understanding your major findings after a quick perusal of your poster? Will a more careful reader learn enough to ask informed questions?

In addition to the title, author listing and abstract, most successful posters provide brief statements of introduction, method, subjects, procedure, results and conclusions. Ask yourself, "What would I need to know if I were viewing this material for the first time?" And then state the information clearly.

Clarity

Is the sequence of information evident? Indicate the ordering of your material with numbers, letters or arrows, when necessary. Is the content being communicated clearly? Keep it simple. Place your major points in the poster and save the non-essential, but interesting sidelights for informal discussion. Be selective. Your final conclusions or summary should leave observers focused on a concise statement of your most important findings.

Guidelines

Poster boards mounted on stands will be provided by SOHO and placed in the Ballroom of Americas DEF, Level 2 of the Hilton Americas hotel. Your place among the poster boards will be indicated by the poster number attached to the board. Your poster number is listed in your abstract acceptance letter. Participants may hang their

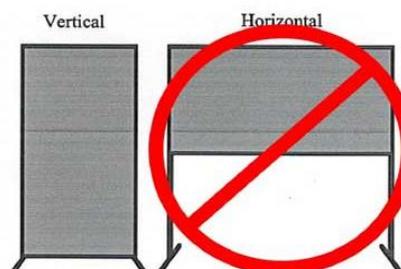
posters no later than **Wednesday, September 11th at 3:00 PM** in the **BOA DEF, Level 2**. BOA, Level 2 will be available beginning Tuesday, September 10th at 8pm.

Pockets will be available at the **bottom of the boards (Image 2)** to hold handouts (copies of your poster for distribution) and business cards for attendees. If you need assistance with making copies, a FedEx copy center is available for reproductive and graphic services. In addition, FedEx is capable of large format printing and can print your poster on your behalf. You may contact the FedEx printing store, located inside of the **Hilton Americas-Houston hotel**, for more information and pricing. Go to their website at <https://docstore.fedex.com/hco5721>.

Requirements

Posters must be in portrait orientation (vertical) and not exceed 46 in (116 cm) wide by 72 in (182 cm) high. Posters in landscape orientation (horizontal) will **not** fit on the poster boards.

Image 1. Portrait (Vertical) Orientation



Poster boards are cloth covered. You may use Velcro tabs or push pins to attach your poster to the board. Push pins will be available on-site. Posters must be set-up **by 3:00 PM on Wednesday, September 11th** and removed no later than **9:00 pm on Friday, September 13th**. The poster session will take place on **Wednesday, September 11th at 5:15 pm-8:00 pm**. **SOHO Board and Committee members will be present at the poster session to view and discuss with presenters.** You are responsible for set-up and removal of your poster. The **hotel will dispose of unclaimed posters** after 9:00 pm on Friday.

Layout

- Poster presentations should be kept simple and clear.
- Titles and captions should be short and easy to read, with prominent single-word sub-headings being most effective.
- Caps and lower case should be used, rather than all caps.

Text

- Type Size. Typically, posters will be viewed by persons standing anywhere from 1-6 feet away.
- Font Style. A simple font should be used.
- Case. Use upper and lower case; avoid using all capital case.
- Headers. Font size no less than 1 inch high (2.54 cm or 72 point), which will be readable 6 feet away.
- Body Text. Font size no less than ½ inch (1cm or 28 points) high, which is readable from 4 feet away. Use a bold, sans-serif font. Be sure to provide a clear label for each section of your presentation.

Graphics

- A mixture of text and graphics is recommended where applicable, but the sequence of each should be clearly indicated, using numbers or arrows.
- Graphics should be simple so they can be viewed from a distance. Lines should be a minimum of 2 mm thick. Photographs should have good contrast, sharp focus and give an indication of scale. Do not affix with water-based glue.

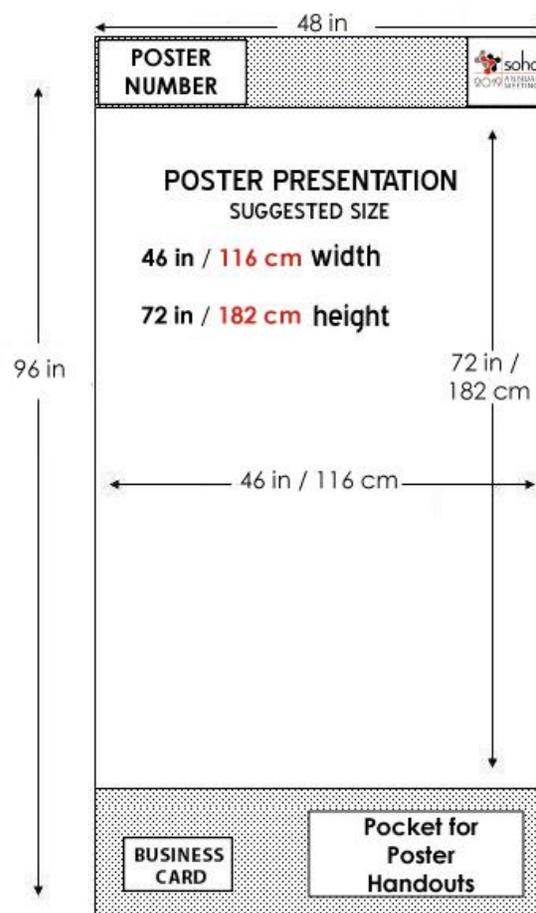
Paper

- Use matte finish rather than glossy paper if possible.

Summary

- Prepare a poster with **dimensions** of 46 in wide (116 cm) and 72 in (182 cm) high. For easy sizing, download the SOHO poster template at <https://soho2019.com/poster-template.ppt>. Note that this template is HALF size (23 in wide by 36 in high) since PowerPoint allows a maximum height of only 56 inches or less. When completed, save the poster as a PDF. To print, select 'custom size' and enter 46 in wide by 72 in high (116 cm by 182 cm). If someone is printing on your behalf, indicate the **finished size is 46 in (116 cm) wide x 72 in (182 cm) high**.
- Set up poster by **3:00 PM Wednesday, September 11, 2019** in Ballroom of the Americas, Level 2.
- The Poster Number will be displayed on the poster board as depicted in **Image 2**.
- Pockets will be placed at the bottom of each board to hold handouts and business cards.
- Remove your poster by **9:00 pm on Friday, September 13, 2019**.

Image 2. SOHO Poster Board



Example Poster Layout

← 46 in (116 cm) wide →

Replace
with logo

Poster Title

Authors' Names
Institution/Organization/Company

Replace
with logo

Abstract

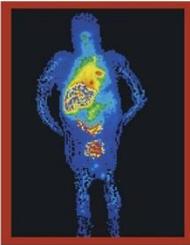
Copy and paste your text content here, adjusting the font size to fit.

Take care with fonts. We suggest "Arial" as a sans-serif font, or "Time Roman" (not "Time New Roman") for a serif font.

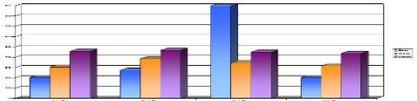
Use the "Symbol" font for Greek characters.

Materials & Methods

Copy and paste your text content here, adjusting the font size to fit



Objective



Copy and paste your text content here, adjusting the font size to fit.

Summary

Copy and paste your text content here, adjusting the font size to fit

Tips for Title/Headers Bar Color

How to change the background color for the poster title and headers: Right click on the bar and select **Format Autoshape**.) When the pop-up window comes up, select your color under "Fill" and then "Color" menu. For more effects select Fill Effects under the Color option.
(Delete this box when inserting your text or image. This is only a reminder.)

Background

Copy and paste your text content here, adjusting the font size to fit.

Tips for Inserting Graphs or Images

Note: Skip the following procedure if your graphs were created in PowerPoint®, Illustrator (eps file) or Excel.

Image checking procedure: After you insert the image (72 dpi screen resolution) and resize* to fit, right click on it and select **Format Picture**.) When the pop-up window comes up, click on **size** and check the **scale**. The image will print better if its width and height scale is at **25% or lower** (20% or 10%, etc.)

If the scale of the image is higher than 25%, try to replace it with a larger size (more dpi, 300dpi) image if possible. (**Note:** This should not be done by manually stretching the image to a larger size.)

If the resolution of the image is 300 dpi or higher (400 or 600 dpi), then check to make sure its scale is not higher than 100%.

***To resize an image** – Click on the image, hold the Shift key down and drag the bottom right corner to resize the image in proportion.
(Delete this box when inserting your text or image. This is only a reminder.)

Discussion

Copy and paste your text content here, adjusting the font size to fit.

Tips for Excel Charts

Copy and paste your Excel chart. The chart can be stretched to fit as required. If you need to edit parts of the chart, we recommend you edit the original chart in Excel, then re-paste the new chart.
(Delete this box when inserting your text or image. This is only a reminder.)

References

1. Journal Article, *Name of Journal*
2. Journal Article, *Name of Journal*

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