



Medical Education Foundation of the American College of Osteopathic Obstetricians and Gynecologists
PO Box 17598 • Fort Worth, TX 76102 • www.acoog.org

INSTRUCTIONS/GUIDELINES FOR POSTER PRESENTATIONS

IMPORTANT! PLEASE READ

ACOOG is transitioning to digital poster presentations. Printed versions of your poster will not be displayed at the conference. Alternatively, the system will display A PDF of your poster. It will also be available to participants on the ACOOG App.

Because of this change, it is **VERY IMPORTANT** that the slide size (described below) be observed. Failure to follow these guidelines can result in your poster being disqualified.

You are required to present your poster in-person (when possible) or virtually to be eligible for the poster awards. Virtual presentations will be conducted by Zoom Meetings. **All poster presenters are expected to register for the conference.**

SUBMISSION DEADLINE

Abstracts: December 1, 5 PM Central Time

Posters: February 15, 5 PM Central Time

We're sorry, but extensions cannot be granted.

Poster presentations are considered scholarly work and provide the opportunity to exchange information in-depth on a one-to-one basis and are an excellent medium for unusual or multiple clinical case presentations. Simply prepared with photographs and laboratory information, poster exhibits encourage the exchange of finds and treatment results. Any aspect of obstetrics, gynecology, gynecologic surgery or other related area may be presented in an ACOOG poster session.

Your presentation should contain succinct headings that organize and logically display the information. Graphics/videos should be explicit and brief. A poster presentation should be self-explanatory.

The poster display should focus on your **Hypothesis or Objective**, your **Methods** and your **Results or Outcomes**.

New York University Library has an excellent guide to creating poster presentations. It can be found at <https://guides.nyu.edu/posters>.

SPECIAL CONSIDERATIONS

Special consideration is given to posters incorporating osteopathic principles and practice (OPP), osteopathic manipulative medicine (OMM) and/or health equity.

QUESTIONS?

Please contact Andrew Crim, M.Ed., CHCP, ACOOG's Director of Education & Professional Development if you have questions. 817-377-0421, ext. 108, acrim@acoog.org

DIGITAL POSTERS

The American College of Osteopathic Obstetricians and Gynecologists has transitioned to a digital poster display system. It offers several advantages over traditional printed posters, such as:

- The ability to include high resolution photographs and images
- It is PowerPoint-based, so it is familiar
- The ability to link to external media, such as videos and audio
- The ability to link to abstracts of key references and citations
- It is more ecologically friendly
- Lower costs to the poster author/presenter
- Flexibility to display posters across ACOOG's media channels

DIGITAL POSTER DESIGN GUIDELINES

The poster presentation is limited on the size of poster it can display. It is important that you follow these guidelines:

- Do not print your poster to display. Poster boards will not be provided. You may print handouts, if you wish, but note that posters will also be available to all attendees in the ACOOG App. Printed handouts are not required.
- Format your file as a standard 16x9 ratio (widescreen) PowerPoint slide. This is the slide that PowerPoint displays as default and is sized at 13.333" x 7.5".
- ACOOG provides a poster template (sized properly). You **ARE NOT required** to use this template, but your design must meet the specifications above.
- **Poster presenters are required to record brief video of you describing yourself, your interest in this research topic, the need for your research and the main point in your findings. It should not be a full presentation of your poster. Videos should be 3 minutes MAXIMUM. The video can be uploaded on the poster portal or It can be sent using alternative means, such as a cloud drive. Contact us for alternative methods.**
- You must have written permission to use the photos/videos in your poster if they are not your own.
- All posters must be uploaded online (link included in the e-mail). You will only be able to upload a PDF file (one slide).
- Digital posters must be limited to ONE PAGE and can be up to 100 MB in file size.

GENERAL POSTER GUIDELINES

- Your poster must be uploaded by the deadline. Extensions will not be granted, and no changes can be made after upload.
- You must be present during the poster judging to be eligible for poster awards. This does not apply to posters in the Open Category.
- A short and legible introduction and a summary of conclusions are essential.
- Keep the text and figure legends explicit and brief.
- What you enter into the [POSTER PORTAL](#) is what will be included with your poster. Please make sure spelling, spacing and character limits are observed.

Sample Judging Criteria

These may be modified slightly following RAC review.

CRITERION A: FIRST IMPRESSIONS

- Presenter is present and appearance is professional. She/He greeted judges and appeared enthusiastic about the topic.
- Presenter is present and appearance is professional. She/He greeted judges but did not appear enthusiastic about the topic.
- Presenter is present but appearance is unprofessional.
- Presenter is not present.

CRITERION B: LAYOUT/DESIGN

- Layout is outstanding, all graphics are related to the topic and make it easier to understand. It is very easily read, creative, attractive and professional.
- Layout is excellent, all graphics are related to the topic and make it easier to understand. It is easily read, although may be less creative, attractive or professional.
- Layout is acceptable, but not as easily read, creative, attractive or professional. Font choice and sizing may be questionable.
- Poster is missing key sections, difficult to read, lacks creativity and is not visually appealing.

CRITERION C: CONTENT

- Poster has all key sections clearly labeled and provides a detailed and clear explanation of the project and its importance.
- Poster has all key sections and provides a less-detailed explanation of the project and its importance.
- Poster may be missing key sections or did not label them clearly. It makes a point, but isn't clear or detailed, and may contain errors.
- Poster lacks organization and no clear point is made, or errors cause the point made to be invalid.

CRITERION D: PRESENTATION

- Responds confidently and appropriately to questions, speech is clear, eye contact is made, and responses are accurate. Knowledge of project is unquestionable.
- Responds appropriately and satisfactorily to questions, clear speech or eye contact are inconsistently used but responses are generally accurate. Knowledgeable about project.
- Responds inappropriately or responses contain several inaccuracies, speech is not clear (mumbles, etc.) and eye contact is not used/maintained. Very little knowledge about project.
- Presenter is not present.

CRITERION E: SPECIAL CONSIDERATIONS

- The poster includes OPP/OMM in its content
- The poster addresses health equity

OVERALL RATING

- Phenomenal
- Outstanding
- Excellent
- Very Good
- Good
- Acceptable
- Unacceptable