Coalitions Ideas Fair Poster Presentation Guidelines

EVENT DATES/TIMES AND PARTICIPANT OBLIGATIONS
Participants are required to stand by their posters to discuss their ideas and answer questions from fellow conference attendees at the following times:
- Monday, January 31 from 5:00 pm – 6:30 pm at the Opening Reception
- Tuesday, February 1 AND Wednesday, February 2 from 7:30 – 8:15 am at the Continental Breakfast

SET-UP AND BREAK DOWN
- **SET-UP:** Your poster presentation must be ready for viewing by 4:30 PM on Monday, January 31. Participants will have access to the Exhibit Hall starting at 1:00 PM on Monday for set-up.
- **BREAK DOWN:** Participants are expected to display their poster presentations until 3:00 PM on Wednesday, February 2. Presentations on display after 6:00 PM on this date will be thrown away.

MINIMUM CONTENT REQUIREMENTS FOR POSTER DISPLAYS
(1) **Introductory Content:** Title of your poster and your coalition’s or organization’s name, city and state, and contact information for the presenter (name, email and/or phone)
(2) **Background/Abstract:** a short summary of your topic along with relevant background information
(3) **Implementation Process and Key Partners:** a description of what your coalition or organization did to produce the results and who was involved in the project
(4) **Results/Outcomes:** this is the most important section - please use data to demonstrate the effect your coalition’s or organization’s action had on the community. Please include tables or graphs!
(5) **Lessons Learned:** a description of unexpected challenges faced or things you might do differently
(6) **Key Takeaways/Action Items:** let coalitions know what they can do to successfully implement your idea in their community
(7) **References Cited:** please provide, at minimum, a source and year for any data included in the poster

FONT SIZE REQUIREMENTS
CADCA recommends participants use the template provided as a guide or inspiration for the layout and formatting of their posters. Whether you use the template provided, please use minimum size 85pt for the title, 36-44pt for headings, and 25-34pt for body text. Attendees should be able to read the poster from 5 to 6 feet away and grasp the main points in a few minutes. Be sure to use bullets and graphics instead of paragraphs of text where possible.

WHAT MATERIALS WILL BE PROVIDED TO ME?
- Poster display board - a 44 X 91 inch display space with a fabric covered foam material that accommodates push pins or adhesive Velcro. You will NOT have access to electrical wall outlets. You will also NOT have access to a table or chairs at your poster to display materials, although there will be several high top tables in the Exhibit Hall near the Ideas Fair available for more in-depth conversations (reasonable accommodations will be made if you need a chair for health reasons).
WHAT TO BRING ALONG WITH YOUR POSTER DISPLAY

- Handouts to supplement your presentation - it might include a summary of your main points or additional resources from your organization or other organizations to share with attendees interested in taking your idea back to their communities. We suggest you bring at least 75 copies. Note: Since tables will not be provided, please tack a few copies of your handout to an edge of the poster display board when you’re not there to present. You can also place them in a folder tacked to the edge of the poster display board.

- Push pins, adhesive Velcro, etc., for displaying your materials – you are responsible for finding a way to attach your materials to the poster display board, please plan ahead.

- Business cards/contact information – this is a great opportunity to network with other coalition members and substance misuse prevention professionals, so have your business cards ready!

SUGGESTIONS FOR PRESENTATION

- Prepare an “elevator speech” that briefly describes your idea and the outcomes you achieved.

- Be ready to discuss key takeaways with members of other coalitions and provide input on implementation in their communities.

If you have any questions about the Coalitions Ideas Fair, please contact Karolina Deuth (kdeuth@cadca.org; 1-800-54-CADCA, ext. 263).
SUGGESTIONS FOR USE OF 44 X 91 INCH DISPLAY SPACE

1. Develop one large document to print commercially and tack to the board. The two examples below show different poster design options. In the first, the presenters used large graphics and charts to creatively display information. The format of the second poster is typical of scientific posters and the required content is organized under clearly marked headers with relevant graphics.
2. If printing a large poster is cost prohibitive, you can create a PowerPoint presentation with slides including photos and text and print them out to arrange on your poster board. Be sure to follow the font and content requirements listed above. Below is an example using this design method. The presenters included several slides displaying information in bullet points and many pictures.

3. You can also combine a smaller-sized, commercially printed poster with printed PowerPoint slides and pictures to save on costs, like this savvy presenter.