

## Poster Presentation Guidelines

Mycological Society of America (MSA) Annual Meeting  
June 9-12, 2024  
Hilton Toronto Markham Hotel and Convention Centre

Face-to-face poster sessions will be held in Conference Centre IV, V in the Hilton Toronto Markham Hotel.

Posters will be presented on boards that are 4' high X 8' wide (1.22 X 2.44 meters). One poster will be displayed on each side of the poster board. **The size of your poster presentation should not exceed 46" high X 92" wide (117 X 234 centimeters).** Your poster should be formatted to fit within those dimensions accommodate the metal frame of the poster board. Fastening materials will be provided for setup of posters.

Your assigned poster number will be located in the upper right side of the poster board.

All posters must be removed during the designated tear-down time for each session. The schedule for poster presentation assembly and tear-down is listed below.

In planning a poster presentation, it is useful to keep in mind the advantages of a poster over oral presentation. Posters are available for viewing and discussion for a long duration of time during the conference. Authors and interested viewers have more time for discussion. Planning and experience will make your poster presentation clear, effective and rewarding.

If you have any questions, please send an email to the [MSA Office](#).

### Poster Schedule

Monday, June 10, 2024

#### **Poster Session 1 – Conference Centre IV, V – 6:00 PM – 7:30 PM**

Poster Setup Time: 12:00 PM – 1:30 PM

Poster Viewing: 1:30 PM – 6:00 PM

#### **Author Present: 6:00 PM – 7:30 PM**

Poster Tear Down Time: 7:30 PM – 8:00 PM

Tuesday, June 11, 2024

#### **Poster Session 2 – Conference Centre IV, V – 6:00 PM – 7:30 PM**

Poster Setup Time: 9:30 AM – 1:30 PM

Poster Viewing: 1:30 PM – 6:00 PM

#### **Author Present: 6:00 PM – 7:30 PM**

Poster Tear Down Time: 7:30 PM – 8:00 PM

## **Poster Presentation Guidelines**

Posters should be no larger than 46”(H) x 92”(W). You do NOT have to fill the entire space of your assigned poster board.

The most important principle is simplicity. At first glance from 4-6 feet away the viewer should see an easy-to-read title and an uncluttered, neat arrangement of graphic illustrations and text.

The presentation must cover the material indicated in the accepted abstract.

Place the title of your paper at the top of the to allow viewers to identify your paper. Indicate the abstract’s title and authors’ names.

Highlight the authors’ names, e-mails, and address information in case the viewer is interested in contacting you for more information.

Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 6 feet. Paragraph and figure caption text should be AT LEAST 24-point font and headers AT LEAST 36-point font (1.2 cm height).

Use different colors and textures/symbols for each line or bar contained in your graph or chart.

A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the poster so that it is self-explanatory. You have complete freedom in displaying your information in figures, tables, text, and photographs.

Include the background information, followed by results and conclusions. Please DO NOT laminate your poster to ensure that it can be recycled.

Proofread your poster content very carefully.

Be sure your material is sufficiently lightweight and thin to be easily affixed to the poster board.

Prepare a brief (5 minute) presentation and practice giving it to a friend.

Audio/Visual equipment is not provided for poster sessions.

## **Poster Printing**

Looking for a place to have your poster printed? We will be posting a list of local printers soon.

If you have any questions, please contact [Ashley Haan](#) at the MSA Office.