



Poster Presentation Checklist

What is a Poster Presentation?

Poster Presentations are held on Friday, Saturday, and Sunday in the Exhibit and Poster Hall at ASM Microbe 2025. Each poster stays on display for an entire day, as assigned. The presentation schedule is listed in the table below. The date, time, and location of your poster presentation will be included in your disposition letter. This information will also be available in your [presenter portal](#).

Posters will be assigned only once during the conference. Poster abstracts will be assigned to any ONE of the days listed below. Presenters must be by their assigned boards at both dedicated presentation hours on the day assigned.

Friday, June 20	Saturday, June 21	Sunday, June 22
10:00am-5:00pm	10:00am-5:00pm	10:00am-4:00pm
Dedicated presentation times: Presenters must be by their assigned boards at both times listed below.		
10:30am-11:30am	10:30am-11:30am	10:30am-11:30am
4:00pm-5:00pm	4:00pm-5:00pm	3:00pm-4:00pm

NOTE: Abstracts are subject to withdrawal if the presenting author does not register by 11:59pm on Tuesday, April 1. The email address used for registration must match the address used for the abstract and ASM account.

How to Format Your Poster:

- ✓ Size: Posters should be no larger than 8' (L) x 4' (H) or 2.4m(L) x 1.2m(H)
- ✓ In the upper left-hand corner of your poster:
 - Clearly note your assigned presentation number and date
 - Final poster numbers will be published in the [Itinerary Planner](#) in April.
- ✓ Centered at the top of your poster:
 - Author name(s) and institution
- ✓ In the upper right-hand corner of your poster, place
 - Your Institution
 - Phone Number
 - Email Address
- ✓ On main area of the poster, include a reproduction of your abstract with the following headings (which should be in 40 pt font):
 - Introduction
 - Methods

- Results
 - Conclusions
 - References
 - Discussion (optional)
- ✓ Important Notes: Commercial, product, and corporate logos must NOT be placed on posters or poster boards, however, institutional logos are permitted. Please be sure to communicate this policy if the poster is being designed and printed for you by someone else.

General Guidelines:

- Posters should stimulate discussion; do not give a long presentation
- Keep text to a minimum – use bullets, they’re easier to read
- Emphasize graphics
- Limit abbreviations and unnecessary text; balance text and figures
- Spellcheck your work!
- Utilize handouts to supplement your poster
- Materials must be easily read at a distance of 4 feet
- Avoid handwriting text
- Use 14pt or larger double-spaced text; recommended fonts are Arial, Calibri, Century Gothic, Geneva, ad Helvetica (San serif fonts)
- Use clear fonts and contrasting colors
- When choosing a background, remember neutral or grey colors will be easier on the eyes than a bright color. Color photos look best when mounted on grey.
- View these slides for tips on developing an effective poster.
- When presenting:
 - Make eye contact
 - Give attendees a moment to read your science before discussing
 - Make it easy to remember
 - “Sell Your Science” in 10 seconds
 - Know your stuff
 - Network, network, network
 - If you wish to further a discussion away from the Poster, visit Track Hubs in the Exhibit and Poster Hall
 - Have business cards and contact information easily available

Other Important Information:

- ✓ Make sure to bring a copy of your poster hall entry pass (sent the week of the conference) to gain access to the Exhibit and Poster Hall for set-up. Poster presenters may access the Exhibit and Poster Hall beginning at 9:30am with a badge and credentials.
- ✓ Remember to bring an electronic copy of your poster (just in case), especially if you are checking your poster on a plane (not recommended) or shipping your poster.
- ✓ Posters must be mounted on your assigned and numbered poster board before 10:30 am on the day of your scheduled presentation.
- ✓ Posters must be removed from boards by 5:30pm on Friday and Saturday and by 4:30pm on Sunday.

Questions?

Please e-mail ASM Meetings Staff with any questions at asmmicrobemtprogram@asmusa.org.

We look forward to seeing you in Atlanta!

Sincerely,
ASM Microbe 2024 Programming Team