

**ALD 2010**  
**POSTER DISCUSSION GUIDELINES**  
**Academy of Laser Dentistry's 17th Annual Conference**  
**April 14-17, 2010, Miami, Florida**

A poster presentation is a self-contained bulletin board organized in such a way that research data, clinical case studies, or procedural techniques can be displayed while standing by itself. It allows attendees to view and more closely study the information presented through out the entire conference. It also allows the authors to personally interact with the attendees interested in the topic on a casual basis. A poster should be able to stimulate on going discussions between the attendees even when the authors are not present.

**All authors that wish to participate in the poster discussions are required to submit an abstract or presentation description. Submissions need to follow the appropriate guidelines and format for the related category.**

All poster presenters are required to register for the conference at applicable fees. By submitting the abstract form, you are committing in good faith, your willingness and ability to speak during the assigned time over the dates of the conference. Members in good standing of the ALD that reside outside North America that are unable to attend the 2010 conference may submit an abstract for consideration in the poster presentation category. However it is required that the author has a proxy present the poster for them. The proxy attending should be an ALD member that is extremely familiar with the project and its outcomes

It is planned that the posters will be on display through out the entire conference (Wednesday 7:30 pm to Saturday at 1:30 pm) in the Exhibition Hall. The goal is to present relevant information that is of a technical or clinical nature displayed graphically, giving the reader your objectives, methods, materials, results, discussions, and conclusions. The author's role during the assigned oral presentation time is to summarize the key points in casual nature for subsequent discussion. Please use the following guidelines when preparing a poster presentation for the Academy of Laser Dentistry conference.

### **Session Organization**

Poster sessions will be conducted at specific times during our conference. Upon acceptance, the authors will be notified of their assigned number and discussion time. Setup for displaying the posters will be between 5:30 and 6:30 p.m. on Wednesday, April 14. Upon arrive at the conference presenters need to bring their acceptance letter and meeting registration to be informed of the location of their assigned bulletin board location and to receive a pass to gain access to the assigned location for placing the poster and related materials.

During the assigned presentation times, authors or their proxy are required to be present at their poster location to facilitate a casual discussion. All posters are to remain displayed until 1:30 p.m. Saturday, April 17.

Poster removal is scheduled for Saturday, April 17, 1:30 p.m. – 2:00 p.m. Please remove all tacks/pins and background materials when you remove your poster. The Academy will not be responsible for posters and materials left on poster boards after 2:00 p.m. on Saturday.

### **Poster Design**

- Poster boards will be provided by the Academy of Laser Dentistry. Dimensions of the poster board are approximately 4 feet (120 cm) in height by 8 feet (240 cm) in width. Poster boards

have a 2-inch (5 cm) frame (included in the overall dimensions). Fasten your poster materials to your assigned board at the designated time.

- Be sure to include the abstract title, author names, and the institution where the work was completed, in large letters centered at the top of the poster. Place your address, e-mail, phone and fax numbers.
- We recommend that you attach a small photograph of yourself to the poster, so that conference attendees can recognize you as the author.
- Briefly describe procedures and materials. Identify all trade names first, then use generic names throughout. All devices, compounds, and drugs must be identified once.
- You may display your information in text, figures, tables, and photography. The presentation must cover the same material as the abstract that was submitted and accepted by the Scientific Sessions Committee.
- Your poster should be able to stand alone and still stimulate discussion. Therefore, keep text to a minimum, emphasize graphics, and images making sure every item in your poster is necessary.
- Design figures so that they can be seen from a distance of 6 feet. Use clear visible graphics and large type. Color can be effective if used sparingly; use dark colors on white background and rich, bright colors on dark backgrounds. When choosing a background, remember that neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.
- Include your biography and disclosure statement in your poster.
- You are encouraged to have copies of your presentation available as a handout. All handouts must be educational in nature and not sales oriented. Please submit one copy of your handout to ALD for approval by March 1, 2010.
- If you are providing a handout it is recommended that you also bring a file pocket to attach to the bulletin board to hold and organize the handouts.

### **Additional Poster Tips**

- Free advice and templates for poster design can be downloaded from various websites on the Internet. These templates are usually in a PowerPoint format. If desired the completed template can be uploaded to commercial site on the Internet to be printed and shipped directly to the conference for a fee. A few possible websites to consider are:  
[www.PosterPresentations.com](http://www.PosterPresentations.com)  
[www.PosterSession.com](http://www.PosterSession.com)  
[www.makesigns.com](http://www.makesigns.com)
- Draw a rough sketch of your poster first.
- You may find it helpful to use graph paper and small pieces of paper to better visualize where the components will go.
- Place related materials (e.g., photo with accompanying text) close together, then highlight it by framing with blank space.
- Space your information proportionally: divide your poster either horizontally or vertically into three or four sections, and place your materials within those spaces.
- Review your poster before printing it and have it critiqued by your friends and colleagues.
- Your oral presentation will be casual but it should highlight the key points to stimulate questions and discussions.
- Be sure to bring your own pushpins (easiest to use), thumbtacks, or Velcro to mount your poster.

**\*\*The Academy will not be responsible for posters and materials left on poster boards after 2:00 p.m. Saturday April 17, 2010.**