

# Call for Poster Presentations

The State of Hawaii's Adult Mental Health Division's  
2nd Annual Best Practices Conference  
March 29-31, 2005  
Hawaii Convention Center  
**Poster Presentation Guidelines**

You are invited to present a poster at the 2nd Annual Best Practices Conference - Tools of Empowerment! Illness Management and Self-Directed Recovery. The conference will be held at the Hawaii Convention Center in Honolulu, Hawaii from March 29-31. The annual conference focuses on evidence based practices and the public mental health system with a focus on adults. Posters related to evidence based practices and the public mental health system, including the role of culture in mental health, are encouraged to apply. The theme for this year's conference is on recovery from mental illness and ways in which consumers of mental health services can manage their illness more effectively. Conference objectives are listed on the conference website at [www.amhd.org/best](http://www.amhd.org/best).

## **Deadline for Poster Presentation Submittal is JANUARY 31, 2005**

1. Your poster registration form must be received at the Mental Health Services Research and Evaluation Center (SRE) by January 31, 2005. Authors of posters selected for presentation will be notified by February 11, 2005. Address given on the bottom of last page.
2. Your conference registration form and fee must be received at SRE by March 21, 2005.

**Poster Registration Form:** Please fill out the enclosed form and return to SRE.

**Registration:** Conference Registration fees are posted on the AMHD website at [www.amhd.org/best](http://www.amhd.org/best). Please fill out the enclosed conference registration form and submit it with the poster information postcard. Scholarships that cover registration fees are available for both students and consumers. Please visit our website at [www.amhd.org/best](http://www.amhd.org/best) for scholarship application forms.

**Set-Up:** Posters will be located in the Palolo Room 306 A and B of the Hawaii Convention Center. Posters should be placed the morning of the conference, Tuesday, March 29th, from 9:00am - 12:00pm. When arriving at the Hawaii Convention Center, please check in at the Conference Registration Desk.

**Provided:** We will provide you with a 2'x5' table to display your handouts and poster board. Nothing may be attached to the wood, columns, floors, etc. with masking tape. If your poster needs to be secured to a vertical surface to stand freely, you will need to request a back board.

**Poster Session:** Will run for the entire conference, presenters do not need to stay with their posters.

**Take Down:** Authors are responsible for removing poster within an hour after the session closes on March 31st between 12:30pm - 1:30pm..

**Parking:** The Center has 700 parking stalls on the second level of the building (subject to availability) with entry via a helix on Kahakai Street. Garage height is 9'1". Overnight parking is not allowed in the Center. Event parking is \$5 per exit. For additional parking locations off-site or alternative transportation plans, see your Event Manager.

## AMHD Specifications for Poster Presentation

### Content:

1. Include the title, author names, and the institution where the work was completed together in large letters (Font: 84 pt, Times, Helvetica, or Prestige Elite) centered at the top of the poster.
2. Place your address, phone, and fax numbers, or other contact information in the upper right-hand corner in case people would like copies of your paper.
3. Place a reproduction of the abstract in the upper left side of the poster. For the rest of the layout, use APA style headings appropriate to your poster, i.e. "Introduction", "Methods", "Results", and "Conclusions".
4. All handouts, data, conclusions, illustrations, charts, etc. to be posted should be prepared in advance as materials for these purposes will not be available at the meeting site. We will provide painters tape, 1-2'x5' table per presenter, marking pens, etc.
5. Provide sign-up sheets for attendees who wish additional information, reprints, etc.
6. Bring 50 copies of a 1 page summary of your paper and make sure to include the following information:
  - o Title
  - o Authors
  - o Contact Information in case people would like to get more information
  - o Summary of paper

### Poster Size:

#### Foam Board:

One option for displaying your poster is using foam core board. A 40"x 60" white foam core board, 3/16" thick is available at Hawaiian Graphics for \$10.00, Fisher Hawaii for \$7.12, or University of Hawaii, Manoa, bookstore for \$10.00. Please call the vendor to make sure they have the item in stock.

*Hawaiian Graphics*  
1923 S. Beretania Street  
Honolulu, Hawaii 96826  
Ph: (808) 973-7171  
Hours: M-F 9am-6pm  
Sat. 9am-4pm, Sun - Closed

*Fisher Hawaii - Kakaako*  
450 Cooke Street  
Honolulu, Hawaii  
Ph: (808) 524-8770  
Hours: Mon. - Fri. 7am-6pm  
Wed.: Open to 8pm, Sat.  
8a.m. - 5p.m., Sun. - 10am - 3pm

*University of Hawaii Bookstore*  
2465 Campus Road  
Honolulu, Hawaii 9822  
Ph: (808) 956-9645  
Hours: Mon.-Fri 8:15am-4:45pm  
Sat. 8:15am-11:45am, Sun. close

#### Powerpoint Printout by Kinkos:

Another option for preparing your poster is laying out the design for your poster on a single slide on PowerPoint. Kinkos can then print it out for \$129 black & white and \$169 for color. Very professional looking. Visit these websites for instructions:

*Creating a PowerPoint Poster using Windows*  
[http://titlev.nmsu.edu/documents/PDF/ppt\\_poster\\_tutorial.pdf](http://titlev.nmsu.edu/documents/PDF/ppt_poster_tutorial.pdf)

*Poster Construction Using PowerPoint*  
<http://www.oznet.ksu.edu/throckmorton/tutorials/pwrpoint/PosterPRESENTATION.pdf>

*Guidelines for Preparing Posters Using PowerPoint Presentation Software*  
<http://www.lemoyne.edu/OTRP/otrpresources/poster.pdf>

## **Tips for Poster Preparation**

### Content:

1. Keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary. You want your poster to stimulate discussion.
2. Utilize handouts to supplement your poster.
3. Posters are typically viewed at a distance of 4-6 feet. Materials must be easily read at this distance. Ordinary type or carelessly prepared handwritten copy is unacceptable.
4. Place related materials (e.g.: photo with accompanying text) close together.
5. The title should be in very large type, 84 pt or larger. Your name and school should also be noted in large type, consider 72 pt. Headings and sub-headings should be at least 36 pt.
6. Text on panels should be between 18 and 24 pt to be legible.
7. Keep each panel relatively short and to the point. More than 25 lines won't get read, but 15-18 usually will. Framing the text by putting a box around it will emphasize important sections.
8. Make sure your presentation flows in a logical sequence. (Introduction, Body, and Conclusion). Remember that readers will naturally read from top to bottom, from left to right.

### Aesthetic:

1. Draw a rough sketch of your poster first to plan the layout.
2. Space your information proportionally; divide your poster either into three or four columns, and place your materials within those spaces. Keep the overall look of your poster balanced.
3. 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. Use light colors and contrast with dark text.
4. Choose a simple font, such as Times, Helvetica, or Prestige Elite and stick with it. Do not use more than two fonts. Avoid overuse of outlining and shadowing, it can be distracting. To make something stand out, use a larger font size, bold, or underline instead.

For advice on how to make an effective poster presentation, we recommend the following resources:

#### *Tips for Paper/Poster Presentations*

by Psi Chi: The National Honor Society in Psychology

<http://www.psichi.org/conventions/tips.asp>

#### *Poster Presentation of Research Works*

by Dept. of Chemical and Process Engineering, University of Newcastle upon Tyne

<http://lorien.ncl.ac.uk/ming/Dept/Tips/present/posters.htm>

#### *Communicating Your Research and Results Through a Poster Presentation at Visible Thinking*

by Visible Thinking

<http://www.aas.duke.edu/trinity/research/vt/postertips.html>

### **For any questions regarding the conference, please contact:**

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