



Poster Mounting Requirements – IN-PERSON

- ❖ The maximum area per poster is **45 inches high by 45 inches wide** and should be mounted at eye level.
- ❖ Do not mount materials on heavy board because it will be difficult to affix the materials to the poster board. Keep presentation as lightweight as possible.
- ❖ Prepare and bring to the meeting all materials needed for the poster (figures, tables, etc.).
- ❖ Bring the necessary pushpins to mount the poster. The ACNP will have a limited supply of pushpins.

Poster Presentation & e-Poster Upload Requirements – VIRTUAL AND IN-PERSON

- ❖ Place the poster title at the top of the poster board in 1" high letters.
- ❖ Please indicate the presenting author in the author block (bold, underline, asterisk, etc.).
- ❖ All disclosures relevant to this study must be listed on the poster.
- ❖ Remember, illustrations may be read by interested scientists from distances of about 3 feet or more. Keep them simple. Charts, drawings, and illustrations should be heavily drawn.
- ❖ For information on an optional poster format to use, please [click here](#). *The goal of this format is to highlight the main findings in order to grab the attention of those browsing the e-Poster gallery. Council hopes this new format will encourage those who may be less familiar with your work to leave a comment on your poster or visit your virtual room (if provided) during the virtual poster session. It is NOT required that you adopt this format. However, we are asking that you are aware of the intent to increase spontaneous visits to your poster and engagement with the broader scientific ACNP community (particularly people from outside or intersecting fields) and use it as a source of ideas when preparing your poster. This new format is a clear, concise billboard format that has the main research finding written in the middle, in plain language.*
- ❖ **As a poster presenter, you will be required to:**
 1. Upload your e-Poster to the e-Poster gallery by **Monday, November 28th**.
 - a. Available file types to upload include: PNG, JPG, JPEG, or GIF. The optimum layout and size for e-Posters is landscape, 3000 x 2000 pixels, and a file size not exceeding 1 MB.
 2. Upload an audio recording of a 1-3 minute presentation summary of your poster (**strongly encouraged**). If an audio file is uploaded, when attendees view your e-Poster they will be able to listen to your audio presentation.

- a. This must be in a .mp3 or .AAV file format and cannot exceed 8 MB.
 - b. To audio record your presentation, you can utilize an online audio recording site (example: <https://online-voice-recorder.com/>) or use a voice recording app on your smart phone then upload the file.
3. Upload any supplemental materials/handout files to accompany the poster.

VIRTUAL PRESENTERS ONLY:

4. Provide a web-link to join your personal Zoom meeting room (or other preferred method of video conferencing connection such as GoToMeeting, WebEx, Microsoft Teams, etc.).
Please be sure to test your link before saving and submitting. It must be a clickable URL link.

ACNP will encourage conference attendees to browse the e-Posters during the Virtual Poster Sessions. Attendees will be able to view your poster, leave a question or comment, and/or join your video chat by clicking a video icon on the e-Poster image within the e-Poster gallery. Please make sure you have your personal video chat room open at the start of the virtual poster session.