



National Hispanic Medical Association

## POSTER ABSTRACT SUBMISSION

### Please read carefully!

**NOTE:** Poster presenters must register for the Annual Conference. Please submit any travel requests to your institution in advance to cover your travel fees. NHMA will provide one complimentary registration; however, travel and hotel accommodations are not covered.

- Poster boards are 4' x 8'. Posters should fit within these dimensions; therefore, we suggest a poster size of 3' x 6' feet. Poster boards will be freestanding.
- You will be provided with a poster number upon acceptance of your entry. This number **MUST** be displayed in the upper left-hand corner of your display. Number tags will be provided at the conference registration desk.
- Be sure to include all required information to be considered for acceptance. Entries that are missing information will not be considered.
- We suggest you have multiple print copies of your abstract paper for attendees and judges to review. Be sure to include your name, abstract title and abstract number in the upper right-hand corner.
- You will need to bring the poster with you to the conference. We recommend that you use tubular packaging. Push pins will be provided by NHMA for the mounting of your poster.

### TIPS/SUGGESTIONS

- Posters should stimulate discussion. This does not have to be a long presentation but a brief narrative. Graphics are encouraged, including charts and graphs.
- Check for proper spelling and grammar.
- Use high resolution photographs.
- Use a standard font such as Times New Roman or Century Gothic. with a font size of 12. The title font can be a bit larger. Be sure that your text is legible and visible from 4-6 feet away.
- Try to limit your abstract to 500 words.
- Your title should convey the content/subject of the poster. The title should reflect the purpose and can be written as a question or written to suggest a conclusion. Short titles are encouraged.
- Organize the presentation in the order of title, purpose, methods, results and conclusions.

### **JUDGING**

Judging of the poster presentations will take place following the review by the poster committee. Please be sure to provide an accurate phone number. FINALISTS WILL BE NOTIFIED. FINALISTS MAY BE ASKED TO PROVIDE AN ORAL PRESENTATION. A schedule of events will be provided to you in advance, so that you can be prepared.

**QUESTIONS?** Please contact LaShawn Maloy at [lmaloy@nhmamd.org](mailto:lmaloy@nhmamd.org).