

Walter E. Washington Convention Center
Washington, DC, USA
August 22-26, 2025

POSTER SESSION GUIDELINES

Uploading your poster for the meeting does not mean ISPE will print your poster for the poster session. **You must bring your printed poster with you to the meeting or make your own arrangements to print it locally.**

Overview
Poster sessions are designed to give presenters an opportunity to informally discuss informally their research with interested colleagues. The purpose of the posters is to visually stimulate interest in the research with sufficient information for viewers to understand the methods, results, and significance of the work. Poster sessions promote conversations and networking among conference participants.

Poster Sessions explained
Each day of the conference has a Spotlight poster session and a General poster session.
Both sessions will be in the Convention Hall and the areas will be clearly marked. The poster display times are:

- Session A: Sunday, August 24, 8:00am-6:00pm
- Session B: Monday, August 25, 8:00am-6:00pm
- Session C: Tuesday, August 26, 8:00am-1:30pm

Setup/Take Down

Setup: 7:00-8:00am; all posters must be in place by 8:00am. The poster area must be cleared of tubes, obstacles, trip hazards, and other materials.

All posters for a specific day's session must be removed at the end of the session, by 6:30pm on Sunday and Monday, and by 2:00pm on Tuesday. Posters not removed by these times will be discarded.

Discussion Times

General Session Presenting Authors must be at their posters at the following times for discussion:

Sunday (Session A): 12:00-1:30pm
Monday (Session B): 11:30am-1:00pm
Tuesday (Session C): 12:00-1:30pm

Spotlight Session Presenting Authors must be at their posters at the following times for discussion:

Sunday (Session A): 12:15pm - 1:15pm
Monday (Session B): 11:45am - 12:45pm
Tuesday (Session C): 12:15pm - 1:15pm

Spotlight Sessions

These sessions are organized by the ISPE Special Interest Groups (SIGs). They showcase select posters and give the presenters an opportunity to share their work with an audience. If you are presenting in a Spotlight session, you will be asked to give a 3-minute presentation of the work when the chair and audience come to your poster.

Spotlight Session Prizes

A group of judges will select the best posters from each Spotlight session. These will be invited to be displayed for the duration of the conference. Spotlight Session presentation awards will be announced at the Final Word session on Tuesday, August 26.

Poster Specifications

Poster orientation is **PORTRAIT**. Horizontal/Landscape posters will not fit the boards. The maximum poster size is W: 3ft x H: 7ft 6in (**recommended poster size** W: 3ft x H: 5ft)

POSTER ORIENTATION: PORTRAIT



You may only use ISPE-provided push pins mount your poster board. Damage to the board caused by using anything other than official supplies will be your responsibility.

Poster Organization

The following organization is suggested for poster presentations:

Title, Authors and Affiliations

Abstract – as originally submitted

Disclosure

ISPE policy requires that all presenters at the 2025 ISPE Annual Meeting must disclose financial and other interests of each author/presenter that may pose a conflict of interest or an appearance of a conflict of interest. Potential conflicts must be listed on the poster as the first section after the title and in a type size consistent with the rest of the poster. This statement must list all funding sources for the current project and other potentially conflicting relationships that existed at any time during the study, or at a minimum, the one-year period before the annual meeting. Non-financial conflicts (e.g., a close relationship with, or a strong antipathy to, a person whose interests may be affected) should also be disclosed.

The ISPE Disclosure Slide/Form and instructions will be posted on the meeting website.

Background

One or two sentences that describe the clinical (or other) importance of the study question.

Objectives

The main objective(s) or study question should be explicitly stated (e.g., "To determine the rate of…"). If study was to test an a priori hypothesis, it should be stated.

Methods

Should include statements that address:

Design: Basic study design, source population, follow-up; for new analyses of existing data the dataset should be disclosed; statement of criterion standard if study of screening or diagnostic test and any blinding; analysis type (e.g., cost-effectiveness, cost-benefit, etc.) if an economic analysis. Matching and selection of controls, if relevant, should also be included.

Setting: To help the reader determine the relevance of the findings to their own circumstances, the setting or source population should be described, including statements about generalizability to a larger or more representative population. This may include eligibility, inclusion/exclusion criteria, and for surveys and follow-up studies should include the number eligible versus the number/proportion remaining in the analysis.

Exposures or interventions: Explicit naming of medications or other interventions. Non-proprietary names should be used.

Main outcome measures: The primary and secondary outcome measurement(s) as determined prior to data collection. If hypothesis was formulated after data collection, this should be stated.

Statistical analysis: The statistical methods should be described.

Results

The main outcomes of the study should be provided and quantified, including measures of precision such as confidence intervals. Do not rely purely on measures of statistical significance; clinically important differences should be stated and the confidence interval for the differences between the groups should be given. When risk changes or effect sizes are reported, absolute values should be included so that the reader can determine the absolute as well as relative impact of the result. Screening and diagnostic test studies should report sensitivity, specificity, and likelihood ratio and if predictive value or accuracy is given, prevalence or pretest likelihood should be provided.

Conclusions

Only those conclusions that are directly supported by the reported data should be provided, along with their implications (avoiding speculation and overstatement of findings). Emphasis should be given equally to positive and negative findings of equal scientific merit.

Numbering System

Each poster board will be numbered. Presenters should attach their posters to the board number corresponding to the number assigned to their poster on that day as listed in the Final Program. The POSTER BOARD NUMBER is the first number listed. The PUBLICATION NUMBER, for use in locating abstracts in the Final Program, is listed after the abstract title.

Example

97 Characteristics of Patients with Depression Who Initiate Antidepressant and Benzodiazepine Therapy Simultaneously, Compared with Antidepressant Monotherapy [176]
Greta Bushnell, Alice White, Til Stürmer, Bradley Gaynes, Virginia Pate, Deborah Azrael, Matthew Miller (United States)

KEY: 97 Poster Board Number
176 Publication Number

Suggestions for Poster Presentations

- Avoid presenting only a QR code and main conclusion; this does not encourage dialogue between the presenter and the viewers.
- Keep text brief. Report only key aspects of each section. It is not advisable to display the entire text from a manuscript. Too much detail detracts from the primary message of the text.
- Keep figures simple. Convey only one idea per figure, table, or photograph. Figures from publications, theses, or dissertations normally do not make good visuals. Too much detail detracts from the primary message of the figure.
- Text and figures should be readable to someone standing at six feet. Adjust font and image sizes accordingly. BIG IS BEAUTIFUL, and easy to read.
- Photographs should clearly show what you want the audience to see.
- Use appropriate blank space between words, sections, and figures.
- Use appropriate and compatible colors for fonts, backgrounds, graphics, and matting. White backgrounds generally are best for text.
- Simple typefaces are preferable to fancy fonts. Bold type may be effective on headings. Select a clean and simple font and use it consistently throughout the poster. Use both upper and lower- case letters, especially in the body of your presentation. Make lettering large enough to read from at least three feet.
- Avoid overcrowding.
- Arrangement. Design the flow of information from left to right. Use lines, frames, contrasting colors or arrows to call attention to important points. Color. Use color to attract interest and to dramatize similarities and differences. Emphasis may be lost if more than four colors are used.

NEW! To promote transparency and research reproducibility, ISPE strongly encourages presenters to:

- **Develop clear protocols** using the HARPER template
- **Pre-register** study protocols (hello RWE Registry!)
- **Share** analytic code and information on how access to source data may be acquired
- **Include a Transparency Statement** on all posters and presentations

Presenters are encouraged to provide a transparency statement on posters and presentations following the structure suggested by Wang and Pottegård in Am J Epi (May 2023;kwae087). In brief, this statement explicitly states the level of transparency and data availability in terms of: (1) availability of a protocol, (2) preregistration, (3) data access instructions (4) code-sharing, and (5) use of reporting checklists.

Open science badges may be included in the transparency statement when links are provided to materials stored an open access institutional registry or repository that provides a time-stamped persistent identifier (see Wang and Pottegård for guidance). This year is a trial run and the declaration is a self-declaration by the authors. There is not any review process regarding the assignment of the transparency level.

Example Transparency and Reproducibility Statement

This study is registered in the Real-World Evidence Registry (https://osf.io/7ejh5), including the initial protocol and subsequent amendments. The analytical code with which to create the tables, figures and analysis results for this study is available at https://gitlab.sdu.dk/pharmacoepi/sars-cov-2-children. Deidentified data can be made available for authorized researchers after application to Forskerservice at the Danish Health Data Authority. The final data used for this study were extracted in January 2022. Information on the application process can be found here: https://sundhedsdatastyrelsen.dk/da/forskerservice. The manuscript is aligned with guidance from the Reporting of Studies Conducted using Observational Routinely Collected Health Data (RECORD) statement.



Badges were developed by the Open Science Foundation (https://osf.io/tvyxz/) and the Network for Computational Modeling in the Social and Ecological Sciences (CoMSES) (https://www.comses.net/resources/open-code-badge/, https://www.comses.net/static/images/icons/open-code-badge.svg) and are covered by a CC-BY license.

Links to open science badge image files:
Pre-registered: https://osf.io/sxn73
Materials: https://osf.io/u63nr
Data: https://osf.io/jp5v9
Code: https://www.comses.net/resources/open-code-badge/

HARPER template: https://osf.io/6qxpf/
RWE Registry: https://osf.io/registries/rwe/

Poster Printing Service Below are two local printers willing to accept orders for poster printing. The FedEx is on-site at the Marriott Marquis. Both vendors will need two business days to print posters over 3ftx5ft. ISPE has not used these vendors previously and has no experience upon which to make a recommendation; we take no responsibility for your use of this service. Posters printed using these services will not be available for pickup at the Convention Center and it is the responsibility of the presenter to obtain the poster.

FedEx Office:

Website: https://local.fedex.com/en-us/dc/washington/office-5656
Email: USA5656@FEDEX.COM

The UPS Store:

Website: https://locations.theupsstore.com/dc/washington/1220-l-street-nw/poster-printing
Email: store1736@theupsstore.com