

ICHRIE Conference Poster Presentation Guidelines

All presenters are required to register for the ICHRIE conference by **May 22nd, 2026**. You may register for the full conference or for a one-day pass that coincides with your presentation. Presenters are responsible for covering all travel and additional expenses, including the conference registration fee. At least one presenter for each session must be an ICHRIE member in good standing. Any co-presenters who are not ICHRIE members will be required to register for the conference and pay the non-member rate.

Format Guidelines for Authors

1. Poster Purpose

Poster presentations provide an opportunity to visually and concisely communicate research objectives, methods, key findings, and implications, while facilitating direct discussion with conference attendees.

Posters should be:

- Visually engaging
- Logically organized
- Readable at a distance
- Focused on key contributions rather than full manuscript detail

2. Poster Size and Orientation

Authors must adhere to the conference-specified size requirements. Unless otherwise noted:

- Recommended size:
 - 36" × 48" (Landscape preferred)
- Posters must be **single-panel** (no multiple sheets).
- Orientation must match the dimensions provided by the conference.

3. Layout and Organization

Posters should follow a clear, column-based layout (typically 2–4 columns), arranged left-to-right or top-to-bottom.

Required Sections (suggested order):

1. Title
2. Authors and Affiliations
3. Introduction / Research Problem
4. Literature Background (brief)
5. Methodology
6. Results / Findings (if applicable)
7. Discussion / Implications
8. Conclusion

- 9. References
- 10. Acknowledgments / Funding (if applicable)
- 11. Contact Information or QR Code (optional)

4. Title and Author Information

- **Title:**
 - Short, informative, and clearly reflective of the study
 - Font size: **80–120 pt**
- **Authors:**
 - Full names and institutional affiliations (Presenting author clearly indicated)
 - Font size: **40–60 pt**

5. Text Formatting Guidelines

- **Body text:** 24–32 pt (minimum 24 pt)
- **Section headings:** 36–48 pt
- **Font style:**
 - Use sans-serif fonts (e.g., Arial, Calibri, Helvetica)
 - Maintain consistency throughout
- **Line spacing:** Adequate white space for readability
- **Bullet points preferred** over long paragraphs

6. Visual Elements

- Use **tables, charts, figures, diagrams, or models** to convey findings.
- All visuals must:
 - Be clearly labeled
 - Include legends where applicable
 - Be high-resolution (minimum 300 dpi)
- Avoid excessive decoration or background patterns that reduce readability.

7. Content Guidelines

- Emphasize **key results and contributions**, not exhaustive detail.
- Clearly state:
 - Research question or objective
 - Methods at a high level
 - Major findings
 - Practical, theoretical, or policy implications
- Avoid dense statistical output; summarize results visually or interpretively.

8. References

- Include **key references only** (typically 3–5).
- Use consistent citation style (APA, MLA, Chicago, etc., as required by the conference).
- Font size: **18–24 pt**

9. Presentation Expectations

- At least one author must be present during the assigned poster session.
- Authors should prepare a **2–3-minute summary** of their poster.
- Be prepared to answer questions and engage in discussion.