CALL FOR POSTERS!

The National Council for Occupational Safety and Health (National COSH)
invites *you* to create and showcase a poster at the
National Conference on Worker Safety and Health (#COSHCON19) Expo
at the Maritime Conference Center in Baltimore, MD on December 3-5, 2019.

Posters should provide an overview of a community occupational health and safety project or research. Poster presenters will:

- Bring attention to important community occupational health and safety initiatives
- Network with labor, community, and occupational health professionals
- Be eligible for a prize and certificate for best poster:
  1st prize - $150; 2nd prize-$100; 3rd prize-$50 gift certificates

*To be eligible to present a poster, submit **one** brief poster abstract (no more than 250 words) to National COSH by October 14th to National COSH Co-Director Marcy Goldstein-Gelb at marcy@nationalcosh.org. Notification of accepted posters will be sent via email by October 31st.*

National Conference on Worker Safety and Health Poster Details

Presenting a poster at the National Conference on Worker Health and Safety is an opportunity to help conference attendees learn about community occupational health and safety projects and research. Poster presenters illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards.

Poster Sessions will take place in the Conference Expo. Poster presenters will hold discussions with attendees who will be circulating among the poster boards and with vendors of safety equipment. Poster presenters should be prepared to give a brief synopsis of their project (1 minute), be comfortable discussing their project and answering questions about it.

Poster Content
Posters should give viewers a high-level overview of projects or research that presenters are involved with. Descriptions of new projects are welcome; you do not need to have research findings to share, although descriptions of any interim outcomes (e.g., establishing a coalition or a community advisory board) are welcome.

Requirements
- Poster designers **must register and attend** either the full conference or one day. The conference fee for students is $300 for 2-3 days or $230 for one day (includes breakfast and lunch). After mid-October the prices are $325/$250.
- The poster board can be up to 3 feet tall by 4 feet wide, mounted.
- The poster must be displayed for at least one full day of the conference (December 4th and/or 5th).
- All posters must be set up by 9am on December 4th. Set up can take place the afternoon of December 3rd or December 4th between 8:00 and 9:00 am.
- The poster designer must remain by his/her poster board during a special 45-minute poster session on the first and/or second day of the conference.
- Posters must be removed by 1pm on December 6th.
- A presenter who fails to show up for their scheduled presentation, without previously notifying the conference coordinator of cancellation, will not be permitted to present a poster at the following year's conference.

Each poster designer will be provided with a stand to hold the poster and a chair.

Preparing a Poster

Adapted from Research-Posters.com/APHA

Suggestions:

- If handouts are to be distributed, bring approximately 50 copies.
- Bring business cards with you for viewers who are interested in more information.

Poster Development Tips

- Seek advice from a faculty member or your advisor for tips on preparing a poster and/or refer to the tips below.
- One-piece and laminated posters can be expensive. If your school does not cover the cost of poster printing, think creatively of how to present your information. For example, displaying a few 8 ½" X 11" copies of PowerPoint slides as a brief project description, photos and graphs with captions. An effective and informative poster does not have to cost a lot of money.

Page Setup

We recommend using Microsoft PowerPoint to layout your poster. Set up your page size at 50% of the final size you want it to be printed. PowerPoint doesn't allow for pages over 56" wide or tall. Go to File on the menu bar, then Page Setup. If the final poster size you want is 48"x72", then under Page Setup, make the page size 24"x36".

Backgrounds

Your poster will look best if you use a light-colored background with a dark-colored font. The next best option is a dark-colored background with a light-colored font.

Fonts

- Use a san serif font, such as Ariel, because they are easier to read than serif fonts, such as Times New Roman.
- You want your poster to be designed such that it can be viewed easily from 6 feet away; so your font should be at least 12 point at the 50%-page size (this will end up being 24 point at full size).
- Try to avoid underlining lowercase text and the use of text outlines and shadow effects. These will make your poster more difficult to read. It is better to use bold, italics, and varying font sizes to highlight important items.

Photos

- The primary quality issue with posters are low resolution photographs or other digital images. Be sure that your digital image is at least 72 dpi at actual size (final output). With your page size at 50%, the digital image should be at least 144 dpi. So, if you are scanning a 4"x6" photo that you want to be 6"x9" at actual size, then scan it at 108 dpi or higher.
- Any changes to the digital image (i.e. cropping, color balancing, adding text, brightness, contrast, etc.) should be made in the original program before you import the image into PowerPoint. The only manipulation that you should do to the image after importing into PowerPoint is scaling its size.
- After importing and scaling, place a frame (rectangular box) around them. Once the line thickness looks good (i.e. 1-2 point), group the image and the frame together.

Charts / Graphs

- As with photos, all changes to charts and graphs should be finalized in the original program before importing into PowerPoint. The only manipulation that you should do to the image after importing into PowerPoint is scaling its size.
- When importing from Microsoft Excel, select the chart, then Edit from the menu bar, then Copy. Switch to PowerPoint, then select Edit from the menu bar and then Paste.
- When importing from programs other than Excel, save your chart in a JPG file format, switch to PowerPoint, select Insert from the menu bar, then Picture, and then From File.

Proofing

Preview the poster at actual size to find issues with low-resolution images. With your page size at 50%, go to View on the menu bar, then choose Zoom, 200%. This is a good representation of what your poster will look like when printed. Scroll left, right, up, and down looking for "grainy" images that may need to be fixed and re-imported. Have a colleague review your poster for font size, colors, clarity, logical flow, wordiness and spelling.

Good Luck! We look forward to seeing your work!