



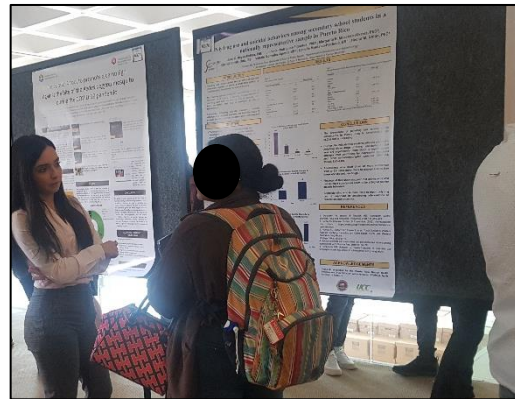
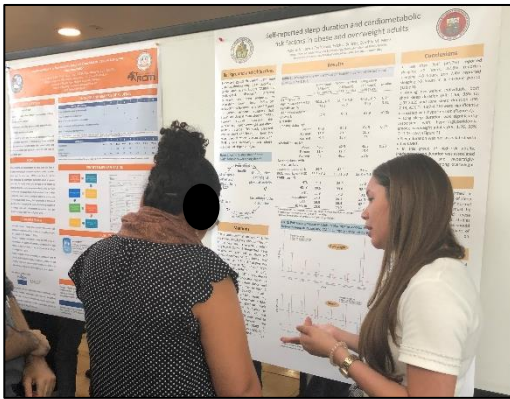
**VI PUERTO RICAN PUBLIC HEALTH CONFERENCE**  
VI FESTIVAL OF ART AND HEALTH  
AND INTERNATIONAL MEETING ON PUBLIC HEALTH,  
HEALTH PROMOTION AND HEALTH-PROMOTING UNIVERSITIES

*PERSPECTIVES, CHALLENGES AND OPPORTUNITIES FOR PUBLIC HEALTH AND HEALTH PROMOTION  
MAY 2-3, 2024 – SAN JUAN, PUERTO RICO*

## **GUIDE TO THE POSTER PRESENTATION**

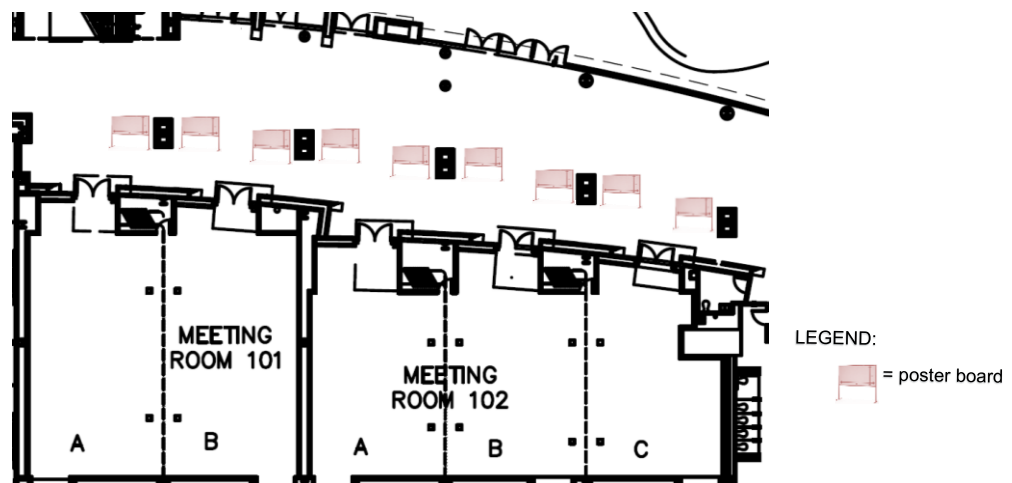
### **Description**

A Poster Session is one in which the author graphically presents on a poster board his or her program, project, research, or other creative and information work using a minimum of text, graphs, photos, diagrams, figures, maps, etc. The poster sessions at the Conference will deal with the thematic areas of the event linked to the fields of Public Health and Health Promotion. Presentations will focus on conceptual, methodological, research, programmatic, and service issues.



### **Organization of Poster Sessions**

Abstracts recommended for poster presentation will be grouped according to the topics and will be presented as concurrent sessions during the two days of the Conference. Poster presentations will be held in the first-level gallery in front of rooms 101 and 102 of the Puerto Rico Convention Center. Each poster will be identified by an alphanumeric code that will indicate the exact location assigned on the poster boards where the presentations will be placed.



### **Presenter Registration**

All presenters must be registered for the Conference. Co-authors are not required to be registered if they do not attend the event. The poster presenter will receive a certificate indicating his/her participation as a Presenter.

The link to the Conference registration form is available at:  
<https://www.conferenciasprcm.org/>.

### **Schedule and Duration of the Presentation**

Each poster session will last an hour and a half (90 minutes). Four poster presentation sessions are scheduled :

Sessions	Day and Time
First	Thursday, May 2, at 10:40 a. m.
Second	Thursday, May 2, at 3:10 p. m.
Third	Friday, May 3, at 10:40 a. m.
Fourth	Friday, May 3, at 1:30 p. m.

The presenter must be next to the poster during the period assigned to the poster in order to provide clarifications and answer questions from Conference attendees. Some presenters prefer to give a brief summary (3-5 minutes) of their poster and then discuss in more depth any questions that arise.

### **Assembling and Disassembling**

The materials to be presented must be prepared in advance. Posters should NOT be sent to the Conference Secretariat. Each presenter must assemble and disassemble the poster on the day of the presentation according to the designated schedule. Below is the schedule established for this process:

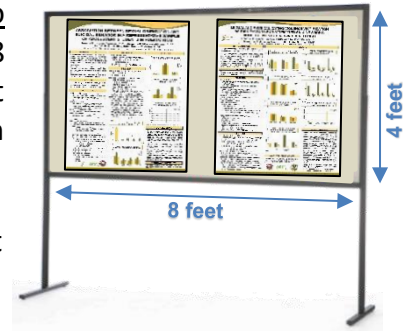
Poster Session Schedule	Schedules	
	Assembly	Disassembly
Morning	8:00 - 9:00 a. m.	12:10 - 12:30 p. m.
Afternoon	12:30 - 1:30 p. m.	4:40 - 5:00 p. m.

The posters in each session must be affixed and remain on display until the established time for dismantling. Posters and other materials that are not removed after the designated time will be removed by the Organizing Committee with extreme caution to avoid damage.

The organizers of the Conference are not responsible for damage to posters that are not removed by their authors. Any unclaimed material will be discarded after the conclusion of the Conference on Friday, May 3.

### Available Equipment

The Conference will provide a *poster board* on which two posters will be placed. The poster board has an area of 8 feet (243.8 cm) wide (horizontal dimension) by 4 feet (121.9 cm) high (vertical dimension) and is mounted on brackets.



The size of the poster should not be larger than 3.5 feet (106.7 cm) wide as the measurements of the board include the edges of the board and it is advisable to leave a space between the two posters. The poster can have a maximum height of 4 feet (121.9 cm). Two chairs will be available in front of each poster board, one for each presenter.

The use of glue, adhesive tape, paint, or staples on the boards will not be allowed. In the presentation area, thumb tacks (push pins) will be available to affix the poster. Therefore, it is not recommended that the materials to be displayed be mounted on thick or heavy materials as this will make it difficult to keep them on the poster board. It is recommended that you prepare the poster on a single sheet that can be rolled up or in several smaller sections. The use of other audiovisual material will not be allowed during the presentation.

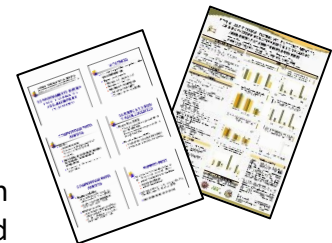
### Accessibility

All text and information presented on the poster must be legible at a distance of 2 yards (approximately 2 meters). It is recommended to use font sizes of no less than 3/8" (22 points) and bold font for easy readability. It is also recommended to combine the use of uppercase and lowercase letters.

Avoid using elaborate fonts. Sans serif typefaces like "Arial" are easier to read than serif typefaces like "Times New Roman."

### Handouts

The VI Puerto Rican Conference on Public Health is an eco-friendly activity. We therefore urge you not to distribute hard copies of your presentation to the participants of the Conference. If you would like to share handouts or other written material, you may provide a digital copy of them to be included among the materials that will be made available to event participants.



If you would like a digital copy to be available among the materials that Conference participants will have access to, you must send the document in *Portable Document Format (PDF)*, *Microsoft® Power Point*, or *Microsoft® Word* format on or before Friday, April 12, 2024.

The name of the document should be the alphanumeric code assigned to the presentation followed by the surname of the first author. For example: SC123\_Rivera. You will need to email the submission to: [linnette.rodiguez3@upr.edu](mailto:linnette.rodiguez3@upr.edu) and

conferenciasp.rcm@upr.edu. Please place in the subject of the email: "Poster Presentation Handout".

### Electoral Ban

This section only applies to faculty, staff, and students of the Medical Sciences Campus who will use public and/or federal funds to print their poster. If you are going to use private funds to print your poster, this section does not apply to you.

If you use public and/or federal funds for printing, you must comply with the election ban process established by the RCM. The art and contents of the poster must be in accordance with the parameters established in <https://oce.pr.gov/download/16-2024-veda-electoral/>.

To this end, the Conference has identified two options to comply with this process:

- Option 1: Use one of the two model templates provided by the Conference that are authorized by the *Office of the Electoral Comptroller* (OCE, for its Spanish acronym) (see image below). These templates are attached for the reference of people with approved posters.



- Option 2: Use your own artwork for your poster and submit it individually for authorization by the OCE using the RCM electoral ban form: <https://forms.office.com/r/mUfL69ADyg>

If you are going to design your own art, the design (colors) and contents of your presentation should be in line with the parameters set out in <https://oce.pr.gov/download/16-2024-veda-electoral/>. It is recommended to use the colors of the Conference logo (salmon, orange, aqua green, light purple, dark gray, and golden yellow) because they are non-restricted colors and their use in our logo was already authorized by the *Office of the Electoral Comptroller* (OCE, for its Spanish acronym).

### IMPORTANT:

The OCE's expedited processing (applies to printing financed by federal funds – requires you to name the funding agency and grant number – or to printing associated with a Law requirement) takes 5 business days. The ordinary OCE procedure (for all other cases) takes 20 calendar days. \*\*The RCM Electoral Ban Form (first step) must be filed at least 10 days prior to the date it is expected to be submitted to the OCE. For inquiries, please write to: veda2024.rcm@upr.edu.

**Additional Suggestions**  
Bring business cards.