



# Soft Network Users Group Healthcare Information Technology Summit®

## Present a Poster

Thank you for your interest in being a poster presenter at the SNUG conference. We invite you to share your expertise and experience with SNUG members at this annual educational event.

Please complete this proposal form and submit via e-mail (**all fields are required**). The purpose of this poster proposal form is to outline your vision of the proposed session and how you intend to treat the various issues of the topic. Potential poster presenters must complete an official SNUG session proposal form for each proposed poster. Under **Poster Description**, please provide two to three sentences explaining session content and overall objective.

### POSTER PRESENTER CONTACT INFORMATION

<b>NAME:</b>
<b>TITLE:</b>
<b>COMPANY NAME:</b>
<b>ADDRESS:</b>
<b>TELEPHONE:</b>
<b>E-MAIL:</b>
<b>SUGGESTED TITLE:</b>
<b>POSTER DESCRIPTION:</b>
<b>NAME OF EACH PARTICIPANT: (OTHER THAN POSTER PRESENTER)</b>

### Specifications for Presentations:

- Poster board size (30"x40") will be provided for you at the conference.
- Hand carry the components of your poster to the meeting using tubular packaging or a briefcase. DO NOT mail your poster to SNUG or the meeting site.
- Refer to your acceptance e-mail and/or the program for the time and location of your poster session. You will be advised in your acceptance e-mail when time will be available for completing and placing your poster once you arrive at the conference.
- At least one of the authors must be at the assigned space during the designated time to discuss the work presented.

### Tips for Poster Preparation:

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics if possible, and make sure every item in your poster is necessary.
- You may find it helpful to use graph paper and small pieces of paper (e.g., Post-it notes) to better visualize where the components of your poster will be placed.
- Materials must be easily read at a distance of four (4) feet. Ordinary type or carelessly prepared handwritten copy is unacceptable. As a rule of thumb, use a font size of at least 14 point and double space lines of text.
- Place related material (photo with accompanying text) close together and then highlight it by framing with blank space.

*Please submit this completed poster proposal form and any questions you may have to:*

Myra Pettis, SNUG Poster Coordinator

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