STFM Conference on Practice & Quality Improvement

September 8–10, 2025
Omni William Penn Hotel—Pittsburgh, PA

Poster Presenter Information

Poster Hall: William Penn Ballroom

Set-up: Monday, September 8 (1–4:30 pm)

Take-down: Tuesday, September 9; 3:30 pm

Display Hours: Posters will be displayed:
Monday, September 8, 4:30 pm–Tuesday, September 9, 3:30 pm
NOTE: All posters should be left up Monday AND Tuesday

Dedicated Hours: Monday, September 8; 4:45–5:45 pm &
Tuesday, September 9; 9:45–10:45 am
Presenters are welcome (but not required) to staff your poster during the afternoon break on Tuesday, before removing your poster materials.

Poster Space/Dimensions;

Posters boards are 4-ft high by 8-ft wide, and covered with felt. You may use Velcro or push-pins to affix your poster materials to the board. Your poster does not need to be printed at a specific size; the only restriction is that it should fit within the poster board. Note, the conference does not provide audio/visual or electricity for posters. All poster presenters will need to print their own posters.

Staffing & Presenting Your Poster:

Please plan to staff your poster display during the dedicated times listed above. Poster presenters are not required to staff their poster during educational session times.

NOTE: STFM is not responsible for removing or storing poster materials. Poster presenters should remove their posters immediately following the afternoon refreshment break, on your respective presentation day.

Sydney LeClair at *sleclair@stfm.org*

We look forward to seeing you at the conference!

Poster Presentations: Helpful Hints & Reminders

Poster sessions provide an opportunity for direct, personal communication with your peers.

Presentation Instructions
Each poster will a receive a number. Your poster number can be found in the conference mobile app or online at, https://www.stfm.org/conferences/generalinformation/cpqiarchives/

Posters will be displayed on tack boards, covered with felt, that are 4-ft high by 8-ft wide.

Presenters are encouraged to upload their posters and handouts to the conference mobile app.

Preparation Instructions

- The full title of your presentation and the names of all presenters should appear at the top of your display. Fonts for this information should be at least 1" high. Your audience will stand 3-6 feet away from the poster, and your text should be easy to read at that distance.

- Your display should be arranged in a logical, coherent manner. A large size font should be used to produce approximately 3/8-inch lettering. Make sure illustrations and/or charts are easily read from a distance as well.

- Keep your poster neat and with some open space. If you try to crowd too much material on your display, it will appear cluttered and can be difficult to read.

- Handouts are encouraged to provide additional information or to summarize key points in your presentation. We suggest you bring 30 copies.

- The conference will not provide audio/visual equipment or electricity to posters If you plan to use your laptop/tablet for part of your poster presentation, we advise that you have a fully-charged battery in your device for each presentation time slot.

- The conference will provide push-pins for displaying your poster.

POSTER BOARD "EXAMPLE" PHOTOS:

4' x 8' Posterboard – double-sided