



EMORY
UNIVERSITY

Poster Presentation Guidelines

Updated June 2025



How To Order a Poster

Step 1: Confirm eligibility

- Posters paid for by the Children's marketing department must meet all three of the following requirements:
 - Content is promoting scientific research
 - One or more authors are affiliated with Children's Healthcare of Atlanta
 - Poster is produced and printed through Wallace Graphics (contact info. below) using the approved templates

Step 2: Contact Wallace Graphics

- Mary Hicks | mary@wallacegraphics.com | 770-723-0202 (ext. 318)
- Provide Wallace Graphics the following information:
 1. Name and Children's title/affiliation
 2. Date you need to receive the poster
 - Please allow **2 weeks** for design, approval, production and delivery of your poster. Posters submitted with less than a 2-week turnaround may not be delivered in time.
 3. Size of the poster: __ [width] x __ [height]
 4. Note if you prefer a rollable poster or foldable fabric
 5. Address (metro Atlanta only) and telephone number for delivery

Step 3: Format poster using the provided template

- ### Option A



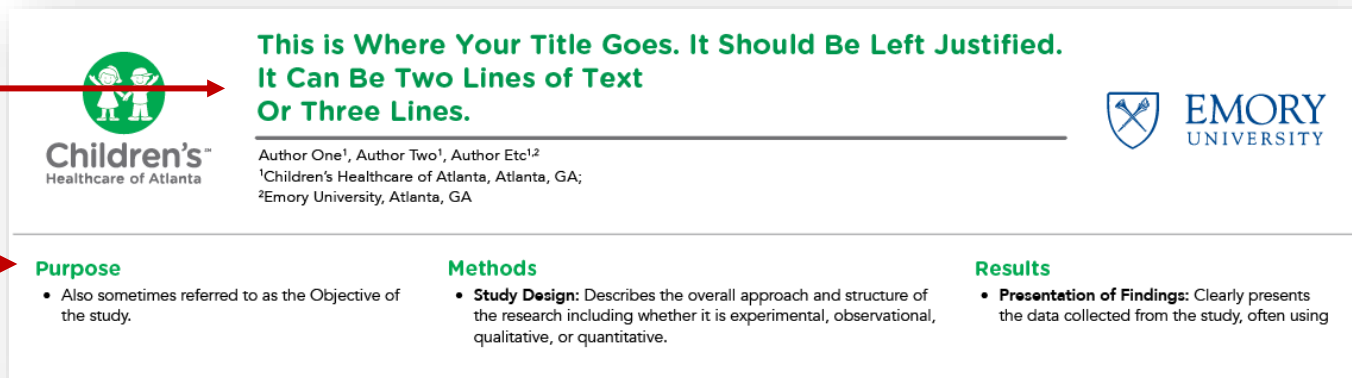
- ## Step 5: Printing and delivery

- **72 hours** is required after final approval to ensure timely delivery.

Poster Design | Headings

Poster Heading

Section Headings



Poster heading should include the presentation title, author names, titles and affiliations.

Section headings may vary by the type of presentation. Typical headlines include:

- Background
- Purpose
- Methods
- Results
- Conclusions

Additional **section headings** that have been utilized include:

- Significance
- Future direction
- Limitations
- Acknowledgments
- References
- Disclosures

Poster Design | Authors and Affiliations

- The order of authors should align with the study's published paper, manuscript in progress or abstract.
- Affiliations should be listed in order of author using superscripts.
- City and state should always be included. If there is an international affiliation, please include the country.
- All Children's and Children's affiliated institutions should be listed **separately** and as follows (there are multiple versions for some, based on division or department):
 - **Children's Healthcare of Atlanta**
 - Children's Healthcare of Atlanta, Atlanta, GA
 - [Department], Children's Healthcare of Atlanta, Atlanta, GA
 - **Aflac Cancer and Blood Disorders Center**
 - Aflac Cancer and Blood Disorders Center of Children's Healthcare of Atlanta, Atlanta, GA
 - **Marcus Autism Center**
 - Marcus Autism Center, Atlanta, GA
 - **Emory**
 - Emory University, Atlanta, GA
 - Emory University School of Medicine, Atlanta, GA
 - [Department], Emory University School of Medicine, Atlanta, GA
 - [Division], [Department], Emory University School of Medicine, Atlanta, GA
 - **Georgia Tech**
 - Georgia Institute of Technology, Atlanta, GA
 - [Department], Georgia Institute of Technology, Atlanta, GA
 - [Division], [Department], Georgia Institute of Technology, Atlanta, GA

Poster Design | Logo Placement



Children's™
Healthcare of Atlanta

**This is Where Your Title Goes. It Should Be Left Justified.
It Can Be Two Lines of Text
Or Three Lines.**

Author One¹, Author Two¹, Author Etc^{1,2}
¹Children's Healthcare of Atlanta, Atlanta, GA;
²Emory University, Atlanta, GA



EMORY
UNIVERSITY

Top Left (color)

- Children's Healthcare of Atlanta
- Aflac Cancer and Blood Disorders Center
- Marcus Autism Center

Bottom Left (black and white)

- Any third clinical partner
- Any non-academic clinical partner

Top Right (color)

- Emory University
- Georgia Institute of Technology
- Morehouse School of Medicine
- Other Georgia academic partners

Bottom Right (black and white)

- Any out-of-state academic partner

Note: If a logo from a private practice is used, Fair Market Value must be calculated and charged to the Physician's Non-Monetary Compensation Fund. Please direct questions related to FMV to the Children's legal department.

Poster Design | Misc.

- **Text** must be large enough to read from 3 to 5 feet away.
- **Bullets** should be consistent in style and indentation.
- **Borders** are only permitted around charts and figures and cannot be used to provide separation between content sections.
- **Logos** should be at least 300 dpi to print clearly.
- **Photos**
 - All patient photos must be redacted to hide identifying details.
 - When using a photo of a patient, consent must be obtained from the patient's legal guardian via the Children's online consent form. *If this step is not completed, the photo will not be able to be used.*
- **Colors**
 - **Green** font used for poster title and section headings
 - **Black** font used for the balance of the content.
 - No other colored font is permitted.
 - Please use the Children's brand colors when creating charts and graphs.

Primary colors



Secondary colors

