



What's Next: Moving from Fellowship into Action  
April 22, 2026

## Instructions for Poster Presenters 2026 New York State Public Health Corps Summit

The following guidelines will be of assistance to you while preparing your poster presentation.

### What to know before preparing your poster:

- Fellows are required to receive supervisory approval before preparing their poster.
- Fellows must follow their host organization internal policies for presentation approvals.
- It is required that your supervisor approve your final template **before** you submit in the Oxford Abstracts platform.
- The NYSPHC Fellowship Program will print posters for Fellows who submit their final poster template into the Oxford Abstracts platform **no later than Friday, March 13, 2026.**
  - *If a Fellow does not meet this deadline, they will be responsible for paying, printing, and transporting their poster to Summit.*
- Fellows must create and submit their poster in a PDF format in accordance with the size guidelines outlined below.

### Preparing your poster:

#### Text on poster:

- Use a clear typeface such as Arial, Times New Roman etc.
- We suggest a minimum font size of 24.

#### Poster Board Size:

- Size of usable area: NYSPHC will be printing posters 30 inches high and 40 inches wide. Your poster should fit within these guidelines.
- The poster should be readable from 3 – 4 feet away.

#### Graphs and diagrams:

- Graphs and figures should be readable.
- They should be drawn with a minimum line width of 1 mm.
- Pictures are encouraged, if applicable.

- You can make handouts; however, presenters must coordinate printing and transport these materials. Fellows should consider utilizing a QR code, if applicable.

## **Supervisory Approval:**

**Before submitting your final poster, your supervisor is required to review, edit, and approve the final version of your template including:**

- Font
- Spelling
- Graphs
- Content
- Formatting
- Citations/acknowledgements

## **Submitting your poster:**

- Your final poster template must be submitted to the Oxford Abstracts platform no later than **Friday, March 13, 2026**.
- For your poster template, please create and submit it in a **PDF format**.

## **NYSPHC Poster Liaison Role:**

- Primary point of contact for their assigned presenter(s).
- Guide presenters through the logistical details necessary to have a successful and meaningful poster session.
- Answer any questions that arise.
- Serve as a resource for all assigned presenters to ensure clarity and help reduce opportunities for error.
- Review your poster presentation to provide feedback.
- Welcome all presenters when they check in for assigned presentation time.

## **Poster Presentation Time:**

- Poster presentations will take place at the NYS Public Health Partnership Conference during the NYSPHC Summit Fellowship poster session on **Thursday, April 23<sup>rd</sup> from 2:00 to 2:45 pm**.
- The poster must be staffed/presented by a minimum of one author during the session.

## **Poster Set Up and Breakdown:**

- If NYSPHC prints your poster, your poster will be set up by your Poster Liaison or Program Staff in advance of your section starting.
- If printing your own poster, you will need to arrive before 2 pm to display your poster.
- You will need to remove your poster from the board immediately after the session. Be sure to take your poster when you leave (it's yours to keep!).

## **Next Steps**

- Map out a clear timeline to ensure you meet the **March 13th** submission deadline to upload final poster in Oxford Abstracts platform.
- Set a meeting with your supervisor in **advance of this deadline** for their approval.
- Contact your Poster Liaison with questions.