

## MGFA Guidelines for Poster Sessions and Presentations

Posters are visual narratives used to present recently completed research studies. Unlike a manuscript that contains mostly text, a poster uses mainly graphs, charts, etc. to present the content. Narrative should be kept to a bare minimum. Because posters will be accessible outside of the presentation times, your poster should be self-contained and self-explanatory, allowing viewers to understand the project without additional author explanation.

### Poster Print Style

- Text should be large enough to see from a distance; title characters should be two times larger than any text.
- Allow generous margins on both right and left sides.
- Sans serif, boldface type is suggested.

### Poster Content

- There should be a heavy focus on figures, such as charts, graphs, and other visual images.
- Text or narrative should be very brief and should not repeat what viewer can see from looking at the figures.
- Content should be informative but not exhaustive.
- References should be included on poster if there are fewer than five. Alternatively, you may indicate on your poster that references are available upon request and/or provide a QR code for additional information.
- *All financial disclosures, grant information, or prior presentations **must** be clearly stated on the poster.*

### Poster Layout

- Posters are to be standard A0 landscape [1189 millimeters wide by 841 millimeters high, or 46.8 in wide by 33.1 in high].
- Allow enough white space between different elements of the presentation to create a contrast between sections.
- Highlight more important information using size, position, and color.
- Use numbers, arrows, or bullets to create a visual path for viewers to follow.
- Posters may include logos or QR codes.

### Additional Considerations

- Allow enough time for preparation, shipping, etc.
- Plan your method of transporting the poster (e.g., taking it on the plane, shipping ahead).
- If possible, consult a graphic designer and/or desktop publishing template.
- Consider practicing your oral presentation to be prepared for viewer questions.
- Poster printing can be prearranged in The Hague before April 6, 2025:
  - Orders: emailed to [print@copyshopdenhaag.nl](mailto:print@copyshopdenhaag.nl)
  - Contact person: Jeroen van der Starre
  - You must add “MGFA Poster + Your Assigned Poster Number” to your communication (your poster number will be sent to the email address you used to submit your research via Poster Central no later than March 15).
  - **Files must be submitted no later than April 6, 2025.**
  - File Format: ONLY PDF in high quality/print quality is acceptable.
  - Size: A0 landscape [1189 millimeters wide by 841 millimeters high, or 46.8 in wide by 33.1 in high]. If a different size is submitted, it will be printed on A0, which may result in white margins.
  - Do not include bleed or crop mark.

### Onsite Information

- You will receive a poster number for your presentation no later than March 15, 2025, via the email address used to submit the abstract in Proposal Central. You are expected to communicate additional information and details with your fellow authors and team.
- Poster Boards will be numbered in the venue so your presentation can be placed on the corresponding board. You will also be provided with a map/poster guide to facilitate.



For a World Without  
Myasthenia Gravis

- Presenters must hang posters prior to the start of the conference. If you are ordering through the vendor listed above, your poster will be delivered and installed at the Postillion in the designated location. If you are arranging to bring, ship, or deliver your poster in another manner, please ensure that it is installed during one of the following timeframes: Monday, May 12 between 3 - 7:30 pm (15:00 – 19:30) or Tuesday, May 13 between 6:30 - 7:30 am.
- Poster Sessions will be held both Tuesday, May 13 and Wednesday, May 14 following session schedules. You will be assigned session time(s), during which you will be present to share your work.

There is no required template. The following is a generic sample layout (not fit to scale):

<b>ABSTRACT TITLE (same as submitted)</b> <b>Author name(s), Institution, City, State</b>		
Introduction	Objectives	Methods
Tables and Figures	Results	Conclusions