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GUIDELINES FOR POSTER PRESENTATIONS 37th Annual Meeting *Sheraton Philadelphia City Center Hotel, Philadelphia, PA* September 14-16, 2008

BOARD SIZE: 4 feet high by 6 feet wide (1.22 Meters by 1.83 Meters)

GENERAL INFORMATION

1. Posters must be placed on poster boards **between 9 AM and 12 Noon on the day your poster is scheduled. The posters will remain on the boards all afternoon for viewing. The poster must be removed immediately at the conclusion of the scheduled poster session that evening.**
2. Authors, or their assistants, must be present at their assigned Board location during the first hour of the scheduled poster session. Assistants may be used as necessary during the session.
3. Bring only items which can be mounted on poster boards. There will be no electrical or projection facilities provided. You must provide your own push pins or velcro. **NO OTHER MOUNTING MATERIALS SHOULD BE USED.**
4. All items for posting should be prepared in advance, with posting alone remaining. Graphic supplies will not be available.
5. Poster Board location numbers will be mounted in the upper left hand corner of each board. This number corresponds with the number assigned to you in the acceptance letter and will be so identified in the Final Program in registration packets. ***Please note, the Board location is NOT the abstract number.***
6. New Member abstracts will be identified with “New Member” ribbons placed on the board next to the board number.
7. Student Abstract award winners will be identified with “Award Winner” ribbons placed on the board next to the board number.

Please turn over →→→

CONTENTS OF PRESENTATIONS

1. Keep the oral information content to a minimum. Depend on your visual information to convey the message.
2. Each presentation should have the following:
 - a. Title in bold print listing TITLE and NAMES OF AUTHORS.
 - b. List of objectives of the study, which should be brief and explicit. In case of multiple objectives, they should be listed in order of decreasing importance.
 - c. METHODOLOGY.
 - d. RESULTS.
 - e. CONCLUSIONS.
 - f. Representative figures and tables.
 - g. Any other visual displays of methods and materials.
3. Illustrations should be clearly visible from at least one meter distance. Where illustrations are meant to be read in a particular sequence, try using arrows to help the continuity. Keep illustrations simple and put very detailed data in handouts.
4. Do not mount display items on heavy boards as they may be difficult to post or keep in position.
5. Medical illustrators or industrial art departments can help a great deal in preparing visual aids with impact, clarity and neatness.
6. Please refrain from using fine print that is difficult to read in the poster format. Typed materials should be in upper case or bold type.