

---

## GUIDELINES FOR POSTER PRESENTERS

---

*Presenters should note the following guidelines for printed posters:*

**A list of poster titles and corresponding placement numbers will be posted on the ASRS website and distributed to lead authors via e-mail.** Onsite, a **small sign with the number of the poster** will be located at each display space, confirming the correct location.

- The maximum size allowed for each printed scientific poster is:

3½ Feet/~1 Meter (106.68cm) **high**

by

5½ Feet/~1½ Meter (167.64cm) **wide**



Please note **horizontal orientation**.

Posters may be smaller but should not *exceed* the size limit of 3.5 feet x 5.5 feet.

**Poster SET UP:** Presenters are required to set up their posters in the Exhibit Hall between 2:00 – 5:00 PM on Tuesday, July 14<sup>th</sup> or between 7:00 AM – 12:00 PM on Wednesday, July 15<sup>th</sup>. **All posters should be in place no later than 12:00 PM on Wednesday, July 15<sup>th</sup>.**

**Poster TEAR DOWN:** Presenters are responsible for removing their posters from the Exhibit Hall before the end of the General Sessions on Saturday, July 18<sup>th</sup>. *All posters that have not been removed by will be discarded.*

*The poster lead author (or at least one co-author) must to attend the Q&A session and reception immediately following the close of the General Session on Thursday evening at approximately 5:15 PM. If none of the poster authors attend the live meeting, the e-poster will not be posted in ASRS's Annual Meeting archives which are available to all members.*

**Co-author stand-ins:**

- *If a co-author is attending the meeting on behalf of a lead author, please email the name and email address of the co-author who is standing in to [Olivia.London@asrs.org](mailto:Olivia.London@asrs.org).*
- *Note that lead authorship on posters cannot be changed. The lead author is obligated to provide the e-poster and printed poster if a co-author is standing in at the Q&A session.*

**There is not a scheduled date/time for poster presentations outside of the Q&A session on Thursday evening.**

**Requirements for printed poster:**

Presenters are strongly encouraged to use the “Better Poster” template because it helps to highlight science and evidence in a creative, efficient format. This design will facilitate interactivity and engagement during the poster Q&A session on-site.

*NOTE: presenters must use the Better Poster template in order to be considered for a poster award.*

- Presenters are encouraged to watch the [informational video](#), as well as [view samples](#) of the “Better Poster” format.
- You may include a QR code that links to additional information (e.g., imaging, surgery, tables, charts). **Promotional material and links to corporate websites are prohibited.**
- Poster authors are reminded to disclose any **Financial Interest** and **Human Research** on their poster.
- Poster authors are encouraged to include a small portrait of themselves on their poster. (Preferably top-right.)
- It is encouraged that the display materials be mounted on heavy weight paper or boards so as not to damage the materials when the posters are being dismantled at the end of the meeting. *Pushpins will be provided.*
- **RESIDENTS, MEDICAL STUDENTS, and WinR MENTEES:** please note your status in the upper left-hand corner of the printed poster that you will display on-site. We are striving to highlight residents, medical students, and WinR mentees during the meeting in order to enhance networking opportunities this year. **Please [download the appropriate label](#) from the ASRS website and include it on your poster.**

#### **Requirements for electronic poster:**

*In addition to your obligatory printed poster, authors are required to provide an e-poster which will be available to participants on the mobile app.*

- E-poster presentations are Power Point presentations with a maximum of 6 slides. The e-poster can be built in either landscape or portrait orientation.
- The first slide of the presentation should include the entire poster in the “Better Poster” format. Poster authors are reminded to disclose any Financial Interest and Human Research on their poster.
- Subsequent slides should contain the following components:
  - 1 slide for materials/methods
  - 1-3 slide(s) for results
  - 1 slide for conclusions

Note: For case reports, the format is 1 slide for the case presentation, 1-3 slide(s) for imaging and 1 slide for conclusions.

- E-posters must be received by **June 10**. Upload instructions will be sent directly to lead authors.
- E-poster winners will be announced during the Creative Awards in Montreal on **Saturday, July 18**.

**The lead author (or at least one co-author) is expected to register and attend the Annual Meeting in-person.**

**QUESTIONS?**

stacy.kiff@asrs.org or 312-477-8863