INFORMATION FOR POSTER PRESENTERS AND POSTER MODERATORS

EVERYTHING YOU NEED TO KNOW IF YOU ARE A POSTER PRESENTER OR POSTER MODERATOR

All poster sessions take place in Poster Hall, Hall A/B

You will find a sampling from all 10 Learning Pathways displayed during each of the five (5) Flatboard Poster session times.

All poster presenters who need access to the hall prior to the start of a morning poster session should use the Hall A/B entrance beginning at 8:30 a.m. The security personnel stationed at this entrance will be aware of presenters needing early access to the hall. Once you have finished putting up your poster, please exit the poster hall until it has opened.

The Poster Services Desk is located in the center of Poster Hall, Hall A/B

Poster presenters who have ordered their poster printed though the ACC poster printing service may pick up their poster here. See page 3 for more details regarding the ACC poster printing service.

Poster presenters may check their materials at the Coat Check near Registration on Level 1 or Room 221A.

PREPARING AND PRESENTING POSTERS

Abstracts will be presented as traditional flatboard posters with an accompanying submission to the ePoster online self-directed learning/archival system. The exception to this rule is abstracts that have been selected for a Moderated Poster Session (an M behind the 4-digit session number indicates a Moderated Poster Session). For more details on these sessions please see page 4.

There will be two daily dedicated 3-hour poster session times. You are required to stand at your poster board for 45 minutes during this poster session time. Your abstract acceptance letter will indicate the day and the time you are assigned to display your poster board as well as the time you are to physically stand at your poster board.

Limited educational programming will be scheduled during these times to encourage attendees to visit the poster sessions and interact with the presenters. Your poster must remain on display during the entire session of your presentation as indicated in your abstract acceptance letter. At the end of each session you will have 15 minutes to remove your poster. **Posters remaining on poster boards, on the floor, or in poster area will be removed for discard.**

BEST POSTER AWARDS

The three (3) highest scoring abstracts in each Learning Pathway will receive a Best Poster Award. Winners will be acknowledged with special graphics posted on their poster boards. These winners will also be acknowledged in the ePoster system with separate navigational buttons that attendees can click on while perusing the ePoster system.

It is imperative that poster presenters adhere to these four rules:
1. Your poster must be displayed on the appropriate poster board for the entire scheduled 3-hour session, as specified in your Presenter's Agreement. 2. You must physically be present at your poster board for the 45 minute scheduled presentation time. 3. You must include disclosure information for the presenting author and the lead investigator in the lower right hand corner of your poster. 4. **You must be available to remove your poster at the conclusion of your poster display time and no later than 15 minutes after the end of your display time or it will be removed and discarded by staff.**

Failure to comply with these rules may lead to the removal of your poster from the poster session and may also jeopardize your future participation in ACC Annual Scientific Session poster presentations.

POSTER SESSION DATES AND TIMES

Saturday, March 10
- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 10:00 a.m. – 10:45 a.m.
- If your poster session time is 1:30 p.m. – 4:30 p.m., you must be present at your board between 3:45 p.m. --- 4:30 p.m.

Sunday, March 11
- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 9:45 a.m. – 10:30 a.m.
- If your poster session time is 1:30 p.m. – 4:30 p.m., you must be present at your board between 3:45 p.m. – 4:30 p.m.

Monday, March 12
- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 9:45 a.m. – 10:30 a.m.

Note that all posters should be mounted no later than 30 minutes **prior to** the start of the poster session time and removed within 15 minutes after the end of the poster session time. Attendants will be available to provide information, assistance, and supplies. No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the poster session area.

IMPORTANT: All poster sessions take place in Poster Hall, Hall A/B. All poster presenters who need access to the poster hall prior to the start of a morning poster session should use the Hall A/B entrance beginning at 8:30 a.m. The security personnel stationed at this entrance will be aware of presenters needing early access to the hall. Once you have finished putting up your poster, <u>please exit the poster hall</u> until it has opened at 9:30 a.m.

PREPARING AND PRESENTING TRADITIONAL FLAT BOARD POSTERS
With an Accompanying ePoster System Submission

Poster Printing Services
ACC recommends that all poster presenters take advantage of the ACC Poster Printing Service, which is a convenient and cost-effective solution for printing your poster and picking it up onsite at the Orange County Convention Center in Orlando, FL!

The ACC Poster Printing Service will again be fulfilled by Learners Digest International, an industry leading scientific poster printing company. Their experienced staff personally proofs each poster to ensure your large format printed poster matches your file as it was submitted. They will also be onsite to hand your poster to you when you arrive — no more hassles of traveling with your poster and carrying it on the plane!

We strongly suggest taking advantage of this simple, convenient way to print your poster and pick it up on-site in Orlando, FL. Free, pre-formatted, poster templates are available to make it even easier for you to create your poster. Prices start at just $109. Posters are available in multiple sizes and paper choices. The standard deadline for submitting posters is Tuesday, March 6, 2018 at 9:00 AM CST. The rush deadline for submitting posters is Wednesday, March 7, 2018 at 9:00 AM CST.

Please visit http://wk.call4posters.com/acc/c/1511 for more information and to submit your poster. Have questions about the service or need your log-in information? Contact us at societyposter@learnersdigest.com or call toll-free in the US 800-450-4194 or 507-323-8500. Available 8:00 a.m. – 4:30 p.m. CST, Monday – Friday.

> **The onsite Poster Services Desk is located in the Center of Poster Hall, Hall A/B. Poster presenters who have ordered their poster printed through the ACC poster printing service may pick up their poster here beginning at 8:30 a.m. each day.**

Preparing Traditional Flatboard Posters on Your Own
Here are the guidelines that we request you adhere to for preparing your poster:

- Poster board size is eight feet wide (243 cm) by four feet high (121cm). Please make sure your posters are smaller than this size to ensure they fit correctly on the poster boards.
- Make sure you include all information from your abstract on your poster.
- Make sure your poster includes Disclosure of Faculty Relationships information for the presenter and lead investigator in the lower right hand corner.
- Prepare all materials in advance. Include illustrations, charts, tables, drawings, etc. and keep them simple and clear, with heavy lines and effective use of color. They must be readable from at least three feet away.

- Onsite, mount poster on the board using the pins available in the poster area.

Preparing the Accompanying ePoster

All traditional flat board poster presenters are required to also upload their materials in PDF format. You should have received a notification from accabstracts@abstractsonline.com in mid-January containing instructions on how to upload your poster as a PDF to the ePoster system.

ePosters can be viewed via the ACC.18 App and from computers in the poster hall when the abstract embargo lifts on Monday, February 26, 2018 at 8:00 a.m. EST (A few exceptions will apply to the lifting of this abstract embargo date).

PDFs of all posters must by uploaded into the ePoster system by Thursday, February 22, 2018.

PREPARING AND PRESENTING MODERATED POSTERS
With an Accompanying ePoster System Submission

All sessions with an M behind the 4-digit session number are Moderated Poster sessions.

Session Description:

- Saturday morning sessions include eight posters per session; all others contain three or five posters per session. Like subject matter is grouped together.
- Sessions with eight posters are 2 hours in length, sessions with three posters are 45 minutes in length, and sessions with five posters are 1 hour and 15 minutes in length.
- There will be two moderators/thought leaders assigned per session.
- Each poster presenter will have ten minutes to present and five minutes for Q & A, which is where most of the "moderation" occurs and allows for audience interaction.
- Again this year: Sessions will occur in Moderated Poster Theaters within the Poster Hall.

How to Upload Your Abstract:

- Create a PDF of a traditional flat board poster (not a multi-slide PPT).
- DO NOT PREPARE A PRINTED POSTER if you are scheduled to present a moderated poster (if you also have an additional flat board poster presentation, you will need to create a printed poster for onsite at the conference).
- You should have received a notification from accabstracts@abstractsonline.com containing instructions on how to upload your poster as a PDF to the ePoster system in mid-January.
- This PDF that you upload will be displayed on a plasma screen during your allotted 15-minute presentation time.
- Presenters will be given a tablet, with the PDF on it, to use during the presentation.
- Using the tablet touch screen you will be able to focus on specific areas of interest on the poster.
- Whatever action you take on the tablet (eg. zoom in and out) will be reflected on the large plasma screen behind you.

- If you are presenting in a moderated poster session and would like to familiarize yourself with the tablet that you will be using during your presentation, please visit the Faculty Development Office in the Speaker Service Center to practice with the presentation equipment.
- If you need assistance or have questions about uploading your poster please contact Robin Young at ryoung@acc.org
- **PDFs of all posters must by uploaded into the ePoster system by Thursday, February 22, 2018.**

ROLE OF POSTER MODERATOR

- Two moderators/thought leaders are assigned to each Moderated Poster session.
- You can review the poster you will be moderating beginning on Monday, February 26, 2018 at 8:00 a.m. EST by logging onto ACC.18 All Access (formerly the Attendee Portal) and going to our ePoster System, or by using the ACC.18 App.
- An email containing the abstracts in your moderated poster session will also be sent to you prior to the meeting.
- Each poster presenter will have ten minutes to present and five minutes for Q & A, which is where most of the "moderation" occurs.

SPEAKER SERVICE CENTER LOCATION AND HOURS OF OPERATION
Lounge & Learn Pavilion, Hall C
Phone: 407-685-4008

Friday, March 9	Noon – 5:00 p.m.
Saturday, March 10 – Sunday, March 11	6:30 a.m. – 6:00 p.m.
Monday, March 12	7:00 a.m. – 5:30 p.m.