**POSTER SESSION INSTRUCTIONS**

Your paper will be presented in a Poster Session at the upcoming meeting. During this session all papers will be discussed simultaneously. Your display must be attended by the author or by a coauthor at all times.

**POSTER SESSION SET-UP TIMES**

Please review these guidelines carefully and prepare your poster presentation and materials to take maximum advantage of presenting in a poster session. In particular, please note that poster sessions differ in these important ways from traditional sessions:

\* Visual materials must be printed in Portrait orientation with a width of no more than 45” (114 cm) Materials should be legible from a distance of a few feet. Posters will be mounted with two side-by-side posters on each side of a double-sided and freestanding cork board. The pin-able height of the board is 44.75” (113.7 cm), although posters may drop below the bottom of the poster board if desired.

\* Adjacent posters must not overlap.

\* Paper content should be presented, rather than simply read by the observer.

\* Poster displays frequently require more planning and preparation and can include more complex figures.

**THE CONFERENCE WILL FURNISH THE FOLLOWING:**

\* One 48” x 96” double-sided and freestanding cork board to display your poster, shared with three other posters.

\* Thumb tacks, scissors

**PRESENTERS MUST FURNISH THE FOLLOWING:**

\* Identification sign no larger than 8” x 11” which should include the title of your presentation, author(s) or co-author(s) name(s). This is very important.

\* Diagrams, charts, figures, photos, drawings - These should be sized and lettered so they are legible from a distance of a few feet. They should concise and neatly prepared.

\* Handouts - It is strongly recommended that presenters provide handouts, including the text of the paper. It is recommended that the presenter not rely on posting the entire paper as this will make it difficult for the audience to read the material. Make sure to bring the number of handouts you will need as copying equipment is only available through the hotel’s Business Office and at a considerable cost.

**SET-UP INSTRUCTIONS**

\* Mount your display material on the poster board in an attractive, logical way, using push pins.

\* Material that is not pertinent to the subject of your paper should not be exhibited.

**PRESENTATION**

\* Your display must be attended by the author or by a coauthor at all times.

\* Materials must remain posted for the duration of the session.

\* Remember that this is an informal discussion and information exchange. The discussion may begin with a question from an interested observer. You may initiate a discussion by pointing out the particular figure that depicts the essential conclusions of your paper and allow questions and answers to flow from that point.

**TEARDOWN INSTRUCTIONS**

\* Remove all of your materials from the poster board immediately after the end of the presentation period. ANS will not be responsible for materials left in the room after the presentation period.