

**ADMSEP 10
ANNUAL MEETING
Instructions for Poster Sessions**

We are arranging the poster sessions a little different this year, in hopes of maximizing attendee exposure and optimizing the presentation experience. Please review below carefully, especially #2, as we are asking presenters to actually present their posters this year.

1. All posters should be set up in the hotel before the opening poster session on Thursday, June 17 (which begins at 6PM.).
2. Formal poster presentations will be done on Friday at 10am. We would like to ask each presenter to plan on formally presenting her poster to a small group of attendees. We anticipate each presentation to be done three times, with a different group each time. We will escort the attendees to your poster. This session will last one hour total.
3. We like to leave the posters up throughout the conference, through the business meeting, or whenever the presenter must leave, whichever comes first.
4. **The maximum poster dimension is 4' (height) x 3' (width).** Please observe this as your poster will NOT fit the poster stands if it is larger than this. Please use "Portrait" layout, i.e. the maximum *width* is 3'. We suggest this size, but if you wish to make it smaller, that is acceptable. Please be sure that the poster title and its authors are clearly visible at or near the top of the poster, at least 1 inch tall (size ~96 font). Thumbtacks will be provided.
5. Tips on preparing posters
 - There are many software products to aid in designing large-format posters, including page layout applications such as [QuarkXPress](#), [InDesign](#), and [LaTeX](#). PowerPoint is commonly used. Graphics packages such as [Illustrator](#), Photoshop, [CorelDRAW](#), [Freehand](#), and [Omnigraffle](#) can help.
 - Poster template files for many of the above programs can be found on the internet by conducting a search in Google for "poster template" and then adding the application name (e.g., Powerpoint).
 - Your text, tables and illustrations should be legible from distances of 3 feet or more. All lettering should be at least size 14 font, but somewhat larger if possible for easier reading.
 - Block coloring can add emphasis and clarity. Captions should be brief and labels few but clear. Avoid unnecessary details.
 - It helps a great deal if you indicate (by numbers, letters, or arrows) a sequence for viewers to follow your material.
 - Ideally, your poster should be self-explanatory so that you can supplement and discuss particular points raised by inquiry. The poster session provides an opportunity of intimate, informal discussion, but this becomes difficult if you are obliged to devote most of your time to merely explaining the poster to a succession of attendees. Sketch paper and suitable drawing materials are useful to have on hand.
 - Handouts and cards with your name and address are often requested. Bring at least 100 of each.
 - Innumerable tips on poster preparation can be found using Google and the phrase "designing scientific posters".

6. Registration. Poster presenters *must pay registration fees* for the ADMSEP meeting.
7. Please inform one of us as soon as possible if your plans change and you will not be presenting a poster at the meeting to avoid unnecessary rental costs to the Association. Plus, there is nothing as sad as an empty Poster Board!

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