



ANNUAL MEETING 2019

September 12-15 • Chicago



POSTER GUIDELINES

Welcome! Thank you for creating and presenting a poster at the Annual Meeting. Below you will find guidelines and instructions for creating your poster, along with some helpful tips.

As a poster presenter, we expect that you will be present during the Annual Meeting to install your poster and participate in the Posters with the Presidents tour to defend your poster. If you cannot commit to both of these things, you may assign a delegate in your place but that person must be able to both install your poster and participate in Posters with the Presidents.

Each poster presenter is required to register for the meeting and to include disclosures of conflict of interest for every co-author.

Poster Display/Viewing: All posters must be installed prior to the Welcome Reception on Thursday, September 12, 2019. Your poster will be viewed by attendees during the Welcome Reception and then during all Expo Hours (TBD). All presenters must be at your poster for Posters with the Presidents tour (Friday, September 13, 4:15 pm – 5:15 pm) for presentation and questions.

Location: Exhibit Hall

Poster Set Up/Tear Down: Poster must be hung from 2:00 pm – 4:00 pm on Thursday and must be removed on Saturday from 1:30 pm – 3:00 pm. Any posters that have not been removed by 3:00 pm Saturday will be removed by Shepard Exposition Services and discarded.

Poster Specifications:

- Posters will be displayed on 4' high x 8' wide tack boards. You are welcome to create a poster any size, however it cannot be larger than the tack board.
- Poster # and Presenters last name should be on the back side, upper left corner.
- Attach poster with push pins (pins will be supplied), no glue or tape.
- Please make a note of your poster number, so you can place it in the correct location.

Transporting: Do not mail your poster unless it is addressed to you at your hotel. It is best to hand carry it to the meeting or use the printing/hanging/mail service.

Presenters may choose to have Shepard Exposition Services produce their posters. Specifications for these services are as follows:

- Poster files must be in PDF format
- Poster size 91x42 inches
- The price to print a poster on foam core is \$364 per poster before 8/22. After 8/22 the poster printing will be \$600.60
- Pricing is based on the print ready artwork supplied to Shepard. If Shepard needs to design or resize the artwork, edit text, etc. the design rate is \$75.00 per hour.
- Posters will be printed on a material that can be rolled up.
- Pick up your poster from the Exhibitor Service Center

If you would like Shepard to print your poster for you, please order online at www.shepardes.com/posters. Find your event name: AOFAS Annual Meeting. Your login credentials will be your email address and the password AOFAS19 (case sensitive)

Commercialism: Funding of posters is limited to individuals, educational facilities, and hospitals. Commercial funding is not allowed.

HIPAA: Ensure that your poster complies with HIPAA to protect a patient's rights and confidentiality.

Uploading your poster: In addition to your poster, all presenters are required to upload their posters as an ePoster so it can be featured in the AOFAS Meetings app, and on the PRC after the meeting ends.

Your ePoster should be formatted and designed to fit in a 16:9 format, visible landscape. You are welcome to use any software program you like to design your poster. However, your finished product must be converted to a .pdf prior to uploading to AOFAS.

Poster do's and don'ts:

- **DO** label your poster file as: [#_LastName_First20Characters]
- **DO** list all disclosures on the poster.
- **DO** list all authors on the poster.
- **DO NOT** include any patient identifiers (name, date of birth, or facial image).
- **DO** create your poster as one large image, so it looks like a physical printed poster.
- **DO NOT** include embedded video or sound.
- **DO** include your references on the poster.
- **DO** feel free to include links to outside websites or videos (for ePosters).
- **DO** include images and visuals.

Once you have finished creating your ePoster, you must upload to AOFAS for inclusion in the onsite mobile app program. [Click here](#) to upload your ePoster.

1. Login with your AOFAS website credentials ([create or retrieve a password here](#))
2. Navigate to the "My Sessions" tab and click the title of the relevant ePoster
3. Click "Manage Documents"
4. Click Upload
5. Select your ePoster file, select file type "Resource"
6. Enter the title of the ePoster
7. Click upload to attach the file to the ePoster

All ePosters are due to AOFAS via upload by **Thursday, September 5**. ePosters uploaded or changed after this date are not guaranteed to be included in the mobile app. ePosters will be searchable in the AOFAS mobile app.

If you have any questions, please contact the Education Department at education@aofas.org.

Thank you!