GUIDELINES FOR POSTER PRESENTERS

POSTER PRESENTATION DATE & TIME
Poster Presentations are scheduled for Display Only on Wednesday, October 8, 2014 from 4:00 pm-6:45 pm and on Thursday, October 9, 11:30am-2:00pm, in the Hynes Convention Center. You are required to staff your poster for the entire duration only on Thursday, October 9. Poster Presentations will occur in conjunction with AMCP’s Annual Expo so there will be a steady flow of traffic during this time. We ask that you (or a colleague) plan to be present at your station during this time to answer any questions that attendees may have.

ONSITE & SETUP
You will have access to the Hall C to set up your poster starting from 11:30 am-2:15 pm on Wednesday, October 8, 2014. You should arrive at the Exhibit Hall no later than 2:00 pm to allow time to setup your poster. All Posters should be ready for display by 4:00 pm when the Expo opens. When you enter the hall, you can easily locate your area by finding the corkboard identified with your poster number. Poster numbers will be emailed and posted on AMCP’s website (www.amcp.org) in early September and will also be available onsite in the printed Final Program.

POSTER BOARD MATERIALS
AMCP will provide you with the following:
• One (1) single-sided cork board approximately 8’ high x 4’ wide (this is a new format)
• Pushpins to mount your poster.
• One (1) 6’ table (1’ wide) for handout materials (you will share one-half of the table, horizontally, with another presenter)

As long as the combined size of your poster materials fit within the 8’ high x 4’ wide frame, you may tailor the size and format of your materials in any fashion to be conducive to the effectiveness of your presentation. It is recommended that your pieces be laminated. Your abstract will be included in the March 2013 show issue of the Journal of Managed Care Pharmacy (JMCP) (Professional and accepted peer-reviewed Option II Student/Resident/Fellow posters will be published only); therefore, you are not required to include your abstract within your poster presentation. However, you are encouraged to include it. You must also prepare handouts for distribution to attendees. Limit the content of your handout to educational information that pertains directly to the poster presentation. We recommend that you bring up to 100 copies of handout material for distribution to meeting attendees (AMCP is not responsible for your handout duplication).

REGISTRATION/TRAVEL
You are responsible for your own meeting registration fee and securing your own air and housing arrangements to Nexus 2014. Active members of AMCP are eligible to register at the discounted member rate. Special discounted rates also are available for student members and resident/fellow/graduate members.

CONFERENCE LOCATION
Hynes Convention Center
900 Boylston Street
Boston, MA
617-954-2000

PRINTING SERVICES
ON-SITE
FedEx Office Print & Ship Center
John B. Hynes Veterans Memorial Convention Center, 900 Boylston Street, Boston, MA 02215; 1.617.954.2725; usa1325@fedexkinkos.com
Hours vary based on convention calendar and show demand. Please call for more information.

CONFERENCE INFORMATION
If you need any other information about the meeting, please visit www.amcpmeetings.org.

TIPS FOR POSTER PRESENTATIONS
• The poster corkboard provided is approximately 8’ high x 4’ wide. Please limit the size of your entire poster or poster sections to 8’ high x 4’ wide.
• Be sure to include the abstract title, author name(s), and the institution where the work was completed, in large letters centered at the top of the poster.
• The presentation number assigned to the poster presentation should not be placed on your poster. The poster boards will be numbered for you.
• Hand carry your poster to the meeting, using tubular packaging or a portfolio case. Do not mail your poster to the meeting headquarters or to the meeting site.
• Come prepared with any relevant handouts you may wish to share and business cards to hand out.