

## GUIDELINES FOR POSTER PRESENTERS

### POSTER SET-UP/DISMANTLE

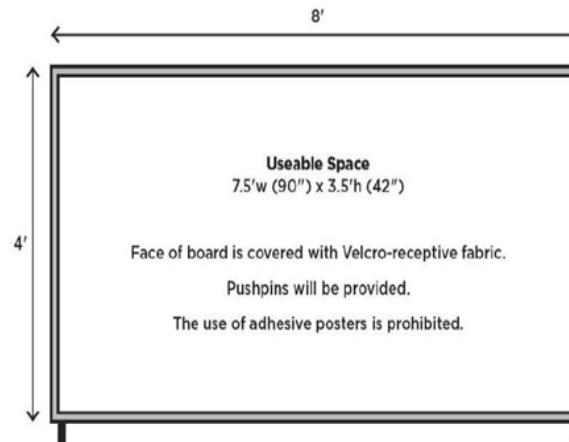
- Location – Ernest N. Morial Convention Center - The Expo Hall
  - Set-up – Tuesday, Apr. 16 from 8:00 am-11 am
    - On a first-come, first-served basis, staff will be available to assist with hanging your poster during setup hours.
    - Don't want your poster tube thrown away after set-up? Visit the poster info desk on-site.
  - Dismantle – Wednesday, Apr. 17 by 2:30 pm. After this time, posters will be discarded.

### POSTER DISPLAY AND PRESENTATION

- On display: Tuesday, Apr. 16 from 11 am-6 pm (Opening Night Reception from 4-6 pm)
- On display: Wednesday, Apr. 17 from 9-11:30 am
- Presentation: You will be assigned a 1.5 hour time slot within this time frame (Wednesday from 11:30 am-2:30 pm)
  - Poster numbers A-M will present from 11:30 am-1 pm
  - Poster numbers N-Z will present from 1 pm-2:30 pm
- An author is strongly encouraged, but not required, to present. If a non-author will be presenting, his/her name will **not** be included in the materials.

### POSTER DESIGN

- The poster corkboard provided is approximately 8' width x 4' height horizontal frame. Posters should be a little smaller than this area, so they do not overlap the edges of the poster corkboard.
- Include the abstract title, author name(s), and the institution in large letters centered at the top of the poster.
- Poster abstract information will be included in the AMCP Nexus 2023 mobile app. **No upload is needed.**
- AMCP strongly encourages all accepted posters to have a **QR code** on the poster. QR codes should link to the accepted poster and not a company website.



### EMBARGO

- Poster abstracts are embargoed from the time of submission until Monday, Apr. 1 at 10:00 am ET

### REGISTRATION

- At least 1 author or non-author **must register** for the meeting to present the poster.
- Author is responsible for the registration fee and travel and housing arrangements/fees.
- Discounted rates are available for student members and resident/fellow/graduate members.

### ONSITE PRINTING SERVICES AND SHIPPING

Please visit the poster abstract page for printing information.

### CONTACT

- For more information, please visit the [AMCP 2024 website](#) or email [posterabstracts@amcp.org](mailto:posterabstracts@amcp.org).