

## ISHLT 37th ANNUAL MEETING & SCIENTIFIC SESSIONS

APRIL 5-8, 2017

Manchester Grand Hyatt Hotel

### INSTRUCTIONS FOR GENERAL POSTER PREPARATION, DISPLAY AND PRESENTATION

#### **PREPARATION:**

**Poster Dimensions:** The poster board size is **4 feet wide** by **8 feet high** and will be oriented **vertically**. This means posters *cannot be wider than 4 feet*. One poster will be mounted per board. The poster can be any size, as long as it does not exceed the dimensions of the poster board. The surface is fabric covered fiberboard. Each presentation should contain a top panel listing the title of the abstract and the names of the authors.

#### Preparation of Illustrations and Tables Guidelines:

1. Professionally drawn charts, tables, and graphics increase the effectiveness of the poster. Hand lettered material should be in heavy lettering at least 3/8" high. Typewritten material is difficult to read and should not be used. Bulletin (3/16") typewriters may be used if absolutely necessary.
2. Illustrations and tables should be kept relatively simple to maximize legibility. Avoid "arty" style and keep captions brief. Number or letter and arrange illustrations and tables in the preferred sequence in which they will be viewed.
3. Lines in graphs should be heavy. Symbols, letters, and numbers should be large enough to be seen from a distance of six feet.
4. A backing of colored paper for each item on the poster is an inexpensive yet attractive and useful way of enhancing the legibility of the data. As in the preparation of slides, contrast between lettering and background is very important.
5. Material to be displayed should be placed on regular weight paper or light weight cardboard, as heavy board will be difficult to attach.
6. Disclosure: You are REQUIRED to mount a notice on your poster board regarding any off-label or unapproved product uses you will mention, and you MUST mount a notice of any affiliations (financial or professional) or lack thereof that you have with the manufacturers of the products or class of products mentioned in your poster. **This disclosure notice MUST be visible on the**



**bottom left-hand side your poster board.** A template disclosure slide can be downloaded from the ISHLT web site [www.ishlt.org](http://www.ishlt.org) in the **Annual Meeting > Speaker Information** section. (Do not include the slide in the poster – just the disclosure language.)

7. You are strongly encouraged to bring photocopies of the abstract as well as an outline of the experimental design and copies of relevant tables and illustrations for distribution.

Poster Printing Service: **Call4Posters™** is the preferred poster printing partner for the ISHLT 2017 Annual Meeting and Scientific Sessions. Unlike general printing services, **Call4Posters™** is designed specifically to meet the needs of researchers. With **Call4Posters™**, your poster will be printed and delivered directly to the poster hall at the meeting. To access the ISHLT **Call4Posters™** site, go to [www.call4posters.com/ishlt](http://www.call4posters.com/ishlt).

Poster presenters using the **Call4Posters™** printing service must pick up their printed poster onsite at **ISHLT Registration** *on the morning of their scheduled Poster Session*. Only posters scheduled for presentation that evening will be available for pickup in the morning. For example, if your poster is scheduled for presentation in Poster Session 2 on Thursday, April 6, you must pick up your poster Thursday morning only. You will not be able to pick up your poster on Wednesday morning.

## **DISPLAY:**

### **POSTER DISPLAY LOCATIONS:**

**Coronado Ballroom and Foyer, Harbor, Regatta, and Seaport Foyers**

Please refer to your abstract confirmation summary to find your PRESENTATION NUMBER, poster SESSION DATE and ROOM LOCATION. The presentation number will be pre-mounted on the poster display board to identify which board to use to display your poster *only on your scheduled poster session date*. Supplies will be available onsite to hang the poster. Below is the mount, display, presentation and removal times for all poster sessions.

#### **POSTER SESSION 1**

**Wednesday April 5, 2017**

Presentation #'s: **539-877**

Mount Time: 7–10 AM

Display Time: 10-7:15 PM

**Presentation: 6:15-7:15 PM**

Removal Time: 7:15-8:15 PM

#### **POSTER SESSION 2**

**Thursday April 6, 2017**

Presentation #'s: **878-1132**

Mount Time: 7–10 AM

Display Time: 10-7:15 PM

**Presentation: 6:15-7:15 PM**

Removal Time: 7:15-8:15 PM

#### **POSTER SESSION 3**

**Friday April 7, 2017**

Presentation #'s: **1133-1383**

Mount Time: 7–10 AM

Display: 9:30-6:45 PM

**Presentation: 5:45-6:45 PM**

Removal Time: 6:45-7:45 PM

**Please note: any posters left overnight will be discarded**

#### **ADDITIONAL NOTES:**

1. Failure to display your poster presentation deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, any unexplained absences may result in the ISHLT refusing to consider your abstracts at any future meetings.
2. Your poster will not be mounted or presented unless one or more authors are registered for the meeting.

## **PRESENTATION:**

As poster presenter, you will hang your poster for display during the all-day poster session, but you are required to stand beside your poster only during the evening one-hour poster presentation time.

Designated discussants have been assigned to circulate through the poster hall during the one-hour session to engage all poster presenters in quality discussions of their abstracts.

**ePosters**: ISHLT is pleased to continue to highlight as ePosters ALL presentations based on submitted abstracts. This free service provided by ISHLT gives presenters the ability to create an online version of their presentation. ISHLT members and meeting delegates will be able to view your presentation during the meeting and for one year following the meeting. **Participation in the ePosters program is required for all poster presenters and strongly encouraged for all oral and mini oral presenters.** All presenters will be contacted directly by CTI Meeting Technologies with details on using this ePoster service.

**REMOVAL**: Please remove your poster from the display board immediately after the poster session concludes. ***Any posters left overnight will be discarded.***