INSTRUCTIONS FOR GENERAL POSTER PREPARATION, DISPLAY AND PRESENTATION

PREPARATION:

Poster Dimensions: The poster board size is **8 feet wide** by **4 feet high** and will be oriented in landscape position. The usable space is (8’W = 90 & 5/8”) x (4’H = 44 & 7/8”). The poster can be any size, as long as it does not exceed these dimensions. 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.
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 website www.ishlt.org in the Annual Meeting > Speaker Information section. (Do not include the slide in the poster – just the disclosure language.)

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 2016 ISHLT Annual Meeting and Scientific Sessions. Unlike general printing services, Call4Posters™ was designed specifically to meet the needs of researchers. With Call4Posters™, your poster will be printed and delivered directly to the poster hall at this year’s meeting. To access the ISHLT Call4Posters™ site, go to 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 designated Poster Session, between 6:45 AM – Noon.

DISPLAY:

Please refer to your abstract confirmation summary to find your POSTER ABSTRACT NUMBER. This number will be attached on a poster display board in the poster hall. Please hang your poster on the board with this number. Push pins will be available on site to attach the poster to the board. The set-up, display, presentation and removal times for all posters sessions is below.

Poster Session 1 (abstract numbers 461-734): Wednesday, April 27, 2016
Poster Session 2 (abstract numbers 735-1008): Thursday, April 28, 2016
Poster Session 3 (abstract numbers 1009-1272): Friday, April 29, 2016

Mount Time:  7:00 AM – 10:00 AM
Display Time:  10:00 AM – 6:00 PM
Presentation Time:  6:00 PM – 7:00 PM
Poster Removal Time:  7:00 PM – 7:30 PM

Please note: any posters left overnight will be discarded

ADDITIONAL NOTES:
1. Failure to display your poster abstract 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:

Poster presenters are required to stand beside their posters 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: The ePosters program, which is a 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 abstract presenters will receive an email directly from CTI Meeting Technology with instructions for uploading their presentation to ePosters. If you do not receive these instructions, please contact Susie Newton (susie.newton@ishlt.org) for assistance.

**REMOVAL:**
Please remove your poster from the display board immediately after the poster session concludes. Removal time is 7:00 PM – 7:30 PM. *Any posters left overnight will be discarded.*