

## GUIDELINES FOR POSTER PRESENTERS

### POSTER SET-UP/DISMANTLE

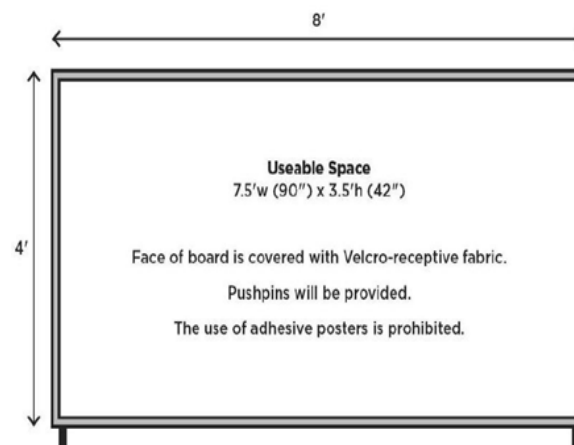
- Location – Henry B. Gonzalez Convention Center- The Expo is located in Hall 2
  - Set-up – Wednesday, March 22 from 11:00 am-2:30 pm
    - On a first-come, first-served basis, staff will be available to assist with hanging your poster during setup hours.
    - Don't want your poster tube thrown away after set-up? Visit the poster info desk on-site.
  - Dismantle – Friday, March 24 by 9:30 am. After this time, posters will be discarded.

### POSTER DISPLAY AND PRESENTATION

- Posters will be **displayed** during the Opening Reception on Wednesday, March 22 from 4 pm-7 pm.
- Poster **presentations** will take place Thursday, March 23 from 11:00 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 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 2023 mobile app. **No upload is needed.**



### EMBARGO AND PROMOTION

- Poster abstracts are embargoed from the time of submission until Monday, March 6 at 10:00 am ET
- Promote your poster and presentation! See the [social media toolkit guidelines and images](#) that can easily be used!

### 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 click [here](#) for FedEx information. The deadline to have poster information sent to FedEx is Friday, March 10.

- For more information, please visit the [AMCP 2023 website](#) or email [posterabstracts@amcp.org](mailto:posterabstracts@amcp.org).

### CONTACT