



## GUIDELINES FOR POSTER PRESENTERS

### POSTER PRESENTATION DATES AND TIMES

- **Posters Displayed**

Wednesday, April 22: 5:45pm-7:45pm during the Opening Reception in the Expo Hall

Friday, April 24: 9:30am-11:00am during open Expo Hall hours

- **Poster Presentations**

Thursday, April 23: 12:30pm-2:00pm

Note that at least one author per poster should be available during the poster presentation to discuss findings.

### ONSITE AND SETUP

Access to **Hall E** to set up your poster will begin at **11:30am** on **Wednesday, April 22**. You should arrive at **Hall E** no later than **2:30pm** to allow time for set up. **Freeman staff will be available on a first-come, first-serve basis during set-up hours to assist with hanging your poster.** When you enter the hall, you can easily locate your area by finding the corkboard identified with your poster number. There will also be an AMCP-staffed check-in table near the poster area for any questions or assistance you may need during your setup. Poster numbers will be included in the *JMCP* Meeting Abstracts at [www.jmcp.org/pages/MeetingAbstracts](http://www.jmcp.org/pages/MeetingAbstracts) by mid April and will also be available on the AMCP app.

### POSTER BOARD MATERIALS

AMCP will provide you with the following:

- One (1) single-sided cork board approximately 8' wide x 4' high
- Pushpins to mount your poster.

If you choose to have a handout, limit the content to educational information that pertains directly to the poster presentation and include author contact information. We recommend that you bring 100 copies of handout material for distribution to meeting attendees. AMCP is not responsible for your handout duplication.

### REGISTRATION AND TRAVEL

**At least one author MUST register for the meeting to present the poster.** You are responsible for your own meeting registration fee, and for securing your own travel and housing arrangements for AMCP 2020. For more information about housing in the AMCP block, visit <https://2020.amcpannual.org/>.

### ONSITE PRINTING SERVICES

#### George R. Brown Convention Center

FedEx Office Print & Ship Center

Located on the second level near the Starbucks

(713) 685-1899

### TIPS FOR POSTER PRESENTATIONS

- 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.
- If you hand carry your poster to the meeting, use tubular packaging or a portfolio case. AMCP will provide a poster tube storage area. Do not mail your poster to AMCP headquarters or the Convention Center.

### PLEASE NOTE HORIZONTAL LAYOUT

