GUIDELINES FOR POSTER PRESENTERS

POSTER PRESENTATION DATE & TIME
Posters will be displayed during the exhibit hall on both Tuesday, March 28, from 5:45 pm-7:30 pm and Wednesday, March 29, from 11:45 am-2:45 pm; in Hall DE in the Colorado Convention Center. Author hour is Tuesday, March 28, from 5:45 pm-7:30 pm where authors are expected to be available at their posters to address questions. Authors are not expected to stand beside their posters on Wednesday; however, they are expected to leave the posters up for display.

ONSITE & SETUP
You will have access to Hall DE to set up your poster starting at 11:00 am on Tuesday, March 28. You should arrive at Hall DE no later than 3:00 pm to allow time to set up your poster. All posters should be ready for display by 3:00 pm. There will be Freeman staff available on a first-come, first-served basis to assist with hanging your poster during setup hours with the exception of required breaks. 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 emailed and posted on AMCP’s website (www.amcpmeetings.org) in mid-February 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’ high × 4’ wide (Please keep in mind there are no chairs to stand on, so the poster should not be too tall for you to hang)
• Pushpins to mount your poster.
As long as the combined size of your poster materials fit within the 8’ high × 4’ wide frame, you may tailor the size and format of your materials in any fashion to be conducive to the effectiveness of your presentation. It is recommended that your pieces be laminated. Limit the content of your handout to educational information that pertains directly to the poster presentation. We recommend that you bring up to 100 copies of handout material for distribution to conference attendees (AMCP is not responsible for your handout duplication).

REGISTRATION/TRAVEL
You are responsible for your own meeting registration fee and securing your own air and housing arrangements to the Annual Meeting 2017. Active members of AMCP are eligible to register at the discounted member rate. Special discounted rates also are available for student members and resident/fellow/graduate members.

MEETING LOCATION
Colorado Convention Center
700 14th Street
Denver, Colorado 80202
Phone: (303) 228-8000

PRINTING SERVICES
UPS Business Center
Contact Information
Phone: (720) 904-2300
Fax: (720) 904-0796
Email: Store6611@theupsstore.com

MEETING INFORMATION
If you need any other information about the Annual Meeting, please visit www.amcpmeetings.org.

TIPS FOR POSTER PRESENTATIONS
• The poster corkboard provided is approximately 8’ high × 4’ wide. Please limit the size of your entire poster or poster sections to 8’ high × 4’ wide. You may tailor the size and format of your materials in any fashion to be conducive to the effectiveness of your presentation as long as it fits within the dimensions. It is suggested that you make it a little smaller so it does not overlap the board, and it is not too tall for you to hang.
• 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.
• Hand carry your poster to the meeting, using tubular packaging or a portfolio case. Do not mail your poster to AMCP headquarters or the Convention Center.
• Come prepared with any relevant handouts and business cards to share.