



POSTER PRESENTATION GUIDELINES 2024 OTA ANNUAL MEETING

Registration for the Annual Meeting—Poster presenters are required to register and pay the appropriate registration fees and set up their posters. **Note: Poster presentations are only required for those chosen to participate with the poster tours.**

ePoster: An ePoster is required to be submitted in addition to the paper copy you will set up onsite. The ePoster upload link will be sent in July. Deadline to upload your ePoster is **Wednesday, August 14.**

The ePoster file should be a single page PDF, 100MB max. By submitting your ePoster, you agree to include it in the online ePoster wall and mobile App.

Poster Printing— Poster Authors are responsible for printing/shipping, set-up and take down.

OTA has partnered with PosterPresentations.com for your poster printing needs. To place your order and further details visit, PosterPresentations.com. Deadline to place your order is **Monday, September 23**, please make sure you reference your assigned poster number.

- Poster pick up will be located in area P210 by the registration area starting on Wednesday, October 23 from 3:00 PM – 6:00 PM (*Only pertains to those who used the poster printing service*)

Poster Exhibits and Set Up

- Location: Exhibit Hall
- Set-up (*assigned poster number will be provided, bring your own push pins*)
 - Wednesday, October 23, 3:00 PM – 6:00 PM
 - Thursday, October 24, 8:00 AM – 10:00 AM
- Poster Presentation: Poster presenters are not required to stand by their posters unless selected to participate in the poster tours.
- Take down: Friday, October, 25, between 6:30 and 8:00 PM

Important Note: Posters must be taken down by **8:00 PM on Friday, October 24**. OTA is not responsible for posters not removed and will be discarded.

Poster Design:

- All Posters must include the following:
 - FDA Approval Notice as well as Financial Support Disclosure
 - A HEADING that includes the title, authors, and affiliation. This heading must be mounted at the top of the board. Lettering should be large enough to be read at least eight feet from the board.
- Poster arrangements will vary depending on the material presented. However, a sample arrangement for easy viewing is illustrated below.

Printed Poster Size: No larger than 47 inches horizontal by 47 inches vertical



HELPFUL HINTS

- Make poster presentations as self-explanatory as possible
- Data displayed must be clear and concise
- Photos, figures, diagrams, charts to reflect pertinent points
- Legible – large enough print to be read 4' – 6' away
- Avoid abbreviations and acronyms without giving their full form
- Avoid using capital letters in all instances except short titles, otherwise too difficult to read

DON'TS:

- Simply enlarge your abstract
- Be overly ornate
- Use more than your allocated space
- Include marketing or ineligible company logos on your poster, refer to <https://accme.org/faq/what-accmes-definition-ineligible-company>

Please contact [Sheila Alegria](#) with any questions.