

## **2018 AAAAI/WAO Joint Congress Case Report Poster Presentation Information & Set-up Instructions**

The AAAAI and WAO is looking forward to your participation and poster presentation at the 2018 Joint Congress in the one-time Case Report Poster Session. You should have already received a notification about your acceptance.

Please be sure to set up your poster on the appropriate poster board between 11:30am and 12:00pm the morning of Friday, March 2<sup>nd</sup> in the Hyatt, Convention Level, Regency Foyer. Your poster will remain on display throughout the day, and must be dismantled between 5:30pm and 6:30pm on Friday, March 2<sup>nd</sup>. **Posters not dismantled when the poster hall closes will be discarded.** You are asked to be present at your poster board from 12:00pm – 2:00pm on Friday, March 2<sup>nd</sup>, to discuss your research and answer questions from meeting attendees. **All Poster presenters are responsible for printing their posters through a printer of their choice.**

The poster hall location is in the **Hyatt, Convention Level, Regency Foyer from 12:00 – 2:00pm Friday, March 2, 2018.**

### **Poster Preparation Guidelines**

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2018 Joint Congress.

**The usable space on the 4ft x 8ft poster boards is 46” high x 94” wide (Landscape orientation). This is the surface space in which one could insert a push pin/tack. The following guidelines are recommended when organizing your poster:**

- Posters should be readable by viewers from up to five feet away.
- The message should be clear and understandable without oral explanation.
- Illustrations, labels, etc. must be attached to the poster board with thumbtacks, which will be available in the poster area.
- A label indicating the case report number, case report title, author and the affiliation should be placed at the top of the poster board, to the right of the abstract if you choose to attach a copy of the abstract.
- A label listing the funding source(s) must be displayed in the lower right-hand corner of the poster board.

### **Joint Congress Registration**

To register for the meeting, visit [annualmeeting.aaaai.org](http://annualmeeting.aaaai.org) and choose Registration under the attendee drop-down menu. For more information, contact the AAAAI Executive Office at (414) 272-6071 or by email at [annualmeeting@aaaai.org](mailto:annualmeeting@aaaai.org). You **MUST** be registered for the meeting in order to present your poster. Poster presenters **do NOT** receive waived registration for the meeting.

Thanks again for your interest in the 2018 Joint Congress, and congratulations on your poster being selected for presentation. Please feel free to contact the Education Department at [cme@aaaai.org](mailto:cme@aaaai.org) with any questions.