

## **2017 AAAAI Annual Meeting Poster Presentation Information & Set-up Instructions**

The AAAAI is looking forward to your participation and poster presentation at the 2017 Annual Meeting. You should have already received a notification about your poster presentation which includes the date your poster is to be presented, the session in which it is programmed and the poster board number to which it has been assigned.

Please be sure to set up your poster on the appropriate poster board between 7:00am and 8:00am the morning of your session. Your poster will remain on display throughout the day, and must be dismantled by 6:00pm Saturday and Sunday, at 3:15pm Monday. **Posters not dismantled when the poster hall closes will be discarded.** You are asked to be present at your poster board from 9:45am - 10:45am on the day your poster presentation is scheduled, to discuss your research and answer questions from meeting attendees.

The poster hall location is in the Georgia World Congress Center, Level One, Exhibit Hall B2.

### **Poster Preparation Guidelines**

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2017 Annual Meeting.

**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 abstract number, abstract 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.

### **Annual Meeting 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 AAAAI Annual Meeting, 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.

## **2017 AAAAI Annual Meeting Oral Abstract Presentation Information**

The AAAAI is looking forward to your participation and oral abstract presentation at the 2017 Annual Meeting.

You should have already received notification about your presentation that includes specific details about your session.

### **Oral Abstract Format**

Each oral abstract presentation has been allotted 10 minutes for the presentation of their abstract and 5 minutes for questions/discussion.

### **PowerPoint Presentation**

The AAAAI requests that you use Microsoft PowerPoint to design the slide presentation for your talk. In order to load the presentations for all the session's speakers onto a single computer, it will be necessary to collect your final PowerPoint file in advance of the session. ***Please bring your presentation on a CD-ROM, flash drive or Zip disk to the onsite Speaker Resource Room at the Georgia World Congress Center no later than two hours prior to your session's starting time.*** Failure to do so may prevent your presentation from being shown during your session.

Oral abstract presenters do not create or present a poster of their abstract as their findings will be presented through the PowerPoint presentation during their scheduled Oral Abstract Session.

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## **2017 AAAAI Annual Meeting Featured Poster Session Presentation Information & Set-up Instructions**

The AAAAI is looking forward to your participation and Featured Poster presentation at the 2017 Annual Meeting.

The Featured Poster session will be held on Sunday evening, March 5, 2017, from 4:45pm – 6:15pm at the Georgia World Congress Center, Level Five, Thomas B. Murphy Ballroom Foyer.

Please be sure to set up your poster on the appropriate poster board (these will be identified by your poster number) between 2:00pm and 3:00pm on the afternoon of Sunday, March 5. If you are unable to hang your poster that afternoon please contact the Education Department at [cme@aaaai.org](mailto:cme@aaaai.org) to arrange for staff assistance. You are asked to be present with your poster so you can participate in the discussion and answer any questions attendees may have.

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