

## **2023 AAAAI Annual Meeting**

### **Case Poster Presentation Information & Set-up Instructions**

The AAAAI is looking forward to your participation and case report poster presentation at the 2023 Annual Meeting. You should have already received a notification about your case report 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 Friday, Saturday and 2:00pm on Sunday. **Posters not dismantled when the poster hall closes will be discarded.** You are asked to be present at your poster board at the time of your session to discuss your case and answer questions from meeting attendees. **All Case Report Poster presenters are responsible for printing their posters through a printer of their choice.**

The poster hall location is in the Convention Center, Lobby Level, Hall 2.

#### **Poster Preparation Guidelines**

The following are poster preparation guidelines for authors whose case report was accepted for poster presentation at the 2023 Annual Meeting.

**The usable space on the 4ft x 8ft poster boards is 45” 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 case report if you choose to attach a copy of the case report.
- A label listing the funding source(s) must be displayed in the lower right-hand corner of the poster board. Please do **NOT** use any logos on your posters that pertain to industry.

#### **Annual Meeting Registration**

To register for the meeting, visit [annualmeeting.aaaai.org](https://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 2023 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.