

# 2024 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 2024 Annual Meeting.

The Featured Poster session will be held on Sunday evening, February 25, 2024 from 4:45 – 6:15pm at the Convention Center, Level 3, Ballroom South Prefunction.

Please be sure to set up your poster on the appropriate poster board (these will be identified by your poster number) between **3:00pm and 4:00pm** on the afternoon of Sunday, February 25. You are asked to be present with your poster from **4:45 – 6:15pm** so you can participate in the discussion and answer any questions attendees may have. **Please remove your poster immediately following the event or your poster will be discarded.**

### **Poster Presentation Guidelines**

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2024 AAAAI 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 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](https://annualmeeting.aaaai.org) and choose 2024 Registration Information 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 2024 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.