

2020 AAAAI Annual Meeting Poster Presentation Information & Set-up Instructions

The AAAAI is looking forward to your participation and poster presentation at the 2020 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 2:00pm 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. **All Poster presenters are responsible for printing their posters through a printer of their choice.**

The poster hall location is in the Convention Center, 200 Level, Hall D.

Poster Preparation Guidelines

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2020 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. Please do **NOT** use any logos on your posters.

As you plan the content of your poster, feel free to consider this alternative poster format that has been introduced recently:

<https://www.npr.org/sections/health-shots/2019/06/11/729314248/to-save-the-science-poster-researchers-want-to-kill-it-and-start-over>

Annual Meeting Registration

To register for the meeting, visit 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. 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 2020 Annual Meeting, and congratulations on your poster being selected for presentation. Please feel free to contact the Education Department at cme@aaaai.org with any questions.