Poster Presenter Guidelines and Instructions

Thank you for your participation in the 2024 TQIP Annual Conference! **All poster presenters must attend the Poster Session in Denver CO on Wednesday, November 13 from 4:45-6:15pm to present your poster and answer attendee questions.** Additionally, presenting authors must pre-record a 5-minute ePoster audio presentation and upload a PDF of your poster so that both on-demand and in-person attendees may view posters beyond the official conference dates. Refer to your acceptance email for log-in credentials to the Poster Presenter Portal.

General Poster Information

- **All poster presenters must attend the Poster Session in Denver, CO on Wednesday, November 13 from 4:45-6:15pm (MT)**
- ePosters will be available for viewing by registered attendees following the in-person Poster Session
- Each ePoster will be submitted electronically with an audio file (5-minute maximum)
- Visit facs.org/tqipconference for general information about the meeting

Timeline

- **Early-September:** Submitters of selected abstracts will receive an email with a login to the TQIP Poster Presenter Portal from acstqipconference@facs.org
- **November 1:** Presenter tasks, ePoster, and audio files are due and must be uploaded through the TQIP Poster Presenter Portal
- **November 12, 11:30 am- 5:00pm (MT):** Poster set up (assigned poster groups will be posted on each display board)
- **November 13, 4:45-6:15pm (MT): Poster Session for in-person attendees**
- **November 14, 7:30-10:30am (MT):** Poster break down (any posters not removed by 10:30am on Thursday, November 14 will be discarded)
- **Beginning November 14:** ePosters available on conference platform for all registered attendees

Poster Session

During the Poster Session, please be stationed at your poster to facilitate discussion and answer questions from attendees. Posters will be divided into groups according to topic to aid attendees when navigating the poster area.

Preparing Your Printed Poster

- All posters must be printed and displayed at the conference. Poster display boards will be double-sided, with two posters displayed on each side of the board. Push pins will be available at the designated poster area for your convenience.
- Poster Layout
    - List the title and authors across the top. Material on the poster should be readable at a distance of 5 to 6 feet.
    - Fonts should be sans-serif (Arial, Calibri, etc.)
- Each poster should be prepared to fit a space no larger than **4 feet wide x 4 feet tall** using one side of the board only. You will be responsible for printing your own poster and bringing it to the meeting. PLEASE NOTE: If your poster is too large for the space, it will be removed.

Shipping Your Printed Poster and Printing Pickup

The Colorado Convention Center <u>does not</u> have an office/ship center on site. Please review the options below:

FedEx Office Print & Ship Center *(about a 5 minute walk from the Convention Center)*
555 17th Street
Denver, CO 80202
(303) 298-8610
Email: usa0476@fedex.com
Website: https://local.fedex.com/en-us/co/denver/office-0476?cmp=LOC-1001545-3-1-971-1110000-US-US-EN-GPLCOPYANDPRINT

For on-site poster printing, please contact the FedEx store at **usa0476@fedex.com.** Send your document no later than Tuesday, November 5, 5 business days in advance, to ensure that your 4'x4' poster will be printed in time for the Poster Session.

FedEx Office Print & Ship Center *(located in the Hyatt Regency)*
650 15th Street
Denver, CO 80202
(303) 534-2198
Email: usa5009@fedex.com
Website: https://local.fedex.com/en-us/co/denver/office-5009

NOTE: The FedEx at the Hyatt Regency only makes **outgoing** shipments; it does not accept incoming shipments. If your poster arrives at this FedEx, the poster will be sent to the hotel to hold for 5 days. You **must** be staying at the Hyatt Regency to utilize this option.

Please note:

- FedEx will only hold shipments for up to 5 business days.
- FedEx will only accept shipments sent by FedEx, not from other companies.
- If you need to make a payment over the phone, please use the Tender Authorization Form.

Submitting Your ePoster and Audio Recording

- The abstract submitter will receive an email with login information for the TQIP Poster Presenter Portal. **If another individual is presenting the poster on-site, please contact us at acstqipconference@facs.org so we can update the account.**
- Login to the TQIP Poster Presenter Portal to locate the task for "Upload Poster PDF" and upload your PDF Poster.
- ePosters for the conference platform must be submitted in an Adobe Acrobat (.pdf) file format and with the highest resolution possible.
- You must upload your Poster before you are able to record audio. It may take up to 30 minutes for your Poster to be available to record audio after uploading.
- After successfully uploading your Poster, select the "Record Poster Audio" task.
- Follow the instructions within the task to record your Poster Audio.
- Your Poster Audio is recorded directly within the system. Be sure to review your recorded audio before accepting and publishing it.

Need Help? Email us at acstqipconference@facs.org