

Poster Presenter Guidelines and Instructions

Thank you for your participation in the 2025 TQIP Annual Conference! **All poster presenters must attend the Poster Session in Chicago, IL on Sunday, November 9 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 Chicago, IL on Sunday, November 9 from 4:45-6:15pm (CDT)**
- 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

- **Mid-August:** Submitters of selected abstracts will receive an email with a login to the TQIP Poster Presenter Portal from acstqipconference@facs.org
- **October 31, 11:59 PM CDT:** Presenter tasks, ePoster, and audio files are due and must be uploaded through the TQIP Poster Presenter Portal
- **November 8, 11:30 am- 5:00pm (CDT):** Poster set up (assigned poster groups and numbers will be posted on each display board)
- **November 9, 4:45-6:15pm (CDT): Poster Session for in-person attendees**
- **November 9, 6:15pm (CDT):** Poster break down (any posters not removed by Monday, November 10 will be discarded)
- **Beginning November 10:** 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.

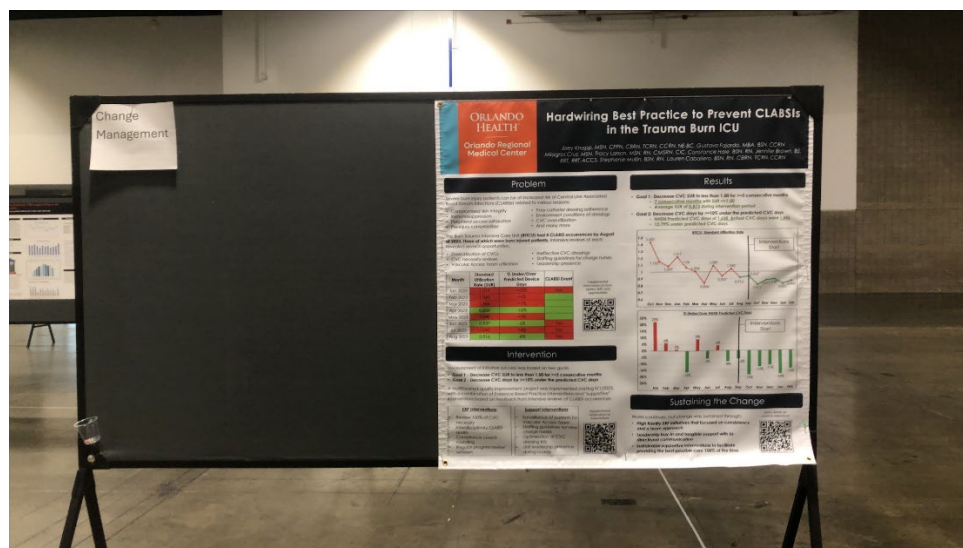
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Submitting Your ePoster and Audio Recording

- 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.

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.
- All posters must be hung on the upper right-hand or upper left-hand corner of the poster display board. Assigned poster groups and numbers will be attached on the poster display board. Please see the attached photograph for reference.



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Shipping Your Printed Poster and Pickup

SHIPPING / RECEIVING / PACKAGE HANDLING

Below are guidelines for shipping packages to and from the Hyatt Regency Chicago. The labeling on your packages should include:

Your Name (or person claiming packages) /Hotel Guest
Organization Name *and* dates of function
HYATT REGENCY CHICAGO
151 East Wacker Drive Chicago, IL 60601

Business Center Hours (subject to change)

Monday - Friday | 6am - 7pm

Saturday & Sunday | 7am - 4pm

Phone: 312-239-4410

Please note:

- The shipment can only arrive five (5) days before the event
- Please do not put the hotel contact name on the package.
- There is no onsite printing available
- *Any package addressed to Exhibition Companies will be rejected by the Commerce Concierge.*

NOTE: Hyatt Regency Chicago and Encore Business Services, a division of Encore Group (USA), LLC, are not liable for safe or timely arrival of any packages sent to the hotel by or for the group. It is the group's responsibility to check on the arrival of any packages and to ensure the contents are intact. Both Hyatt Regency Chicago and Commerce Concierge business services, a division of Hospitality Partners accept no liability for lost, stolen or damaged goods.

Need Help? Email us at acstqipconference@facs.org