GUIDELINES FOR POSTER PRESENTERS

POSTER PRESENTATION DATES & TIMES
The poster presentation is scheduled for Wednesday, April 25, from 12:30 pm to 2:30 pm. Posters will also be displayed on Tuesday, April 24, from 5:45 pm to 7:30 pm, during the opening night reception in the Expo, and on Thursday, April 26, from 9:30 am to 11:00 am. Please note that at least 1 author per poster should be available during the poster presentation to discuss findings on Wednesday, April 25.

ON-SITE SETUP
You will have access to Hall C to set up your poster starting at 11:30 am on Tuesday, April 24. You should arrive at Hall C no later than 3:00 pm to allow time for setup. There will be Freeman staff available on a first-come, first-serve basis to assist with hanging your poster during setup hours with the exception of required breaks. When you enter the hall, you can easily locate your area by finding the corkboard identified with your poster number. There will also be an AMCP-staffed check-in table near the poster area for any questions or assistance you may need during your setup. Poster numbers will be included in the JMCP Meeting Abstracts at https://www.jmcp.org/pages/MeetingAbstracts by mid-April and will also be available on the AMCP app.

POSTER BOARD MATERIALS
AMCP will provide you with the following:
• One (1) single-sided cork board approximately 4’ high × 8’ wide
• Pushpins to mount your poster.

As long as the combined size of your poster materials fits within the 4’ high × 8’ wide frame, you may tailor the size and format of your materials in any fashion conducive to the effectiveness of your presentation. If you choose to have a handout, limit the content to educational information that pertains directly to the poster presentation. We recommend that you bring 100 copies of handout material for distribution to meeting attendees (AMCP is not responsible for your handout duplication).

REGISTRATION/TRAVEL
At least 1 author MUST register for the meeting to present the poster. You are responsible for your own meeting registration fee and securing your own travel and housing arrangements for the AMCP Annual Meeting 2018. Active members of AMCP are eligible to register at the discounted member rate. Special discounted rates also are available for student members and resident/fellow/graduate members.

MEETING LOCATION
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210

ON-SITE PRINTING SERVICES
Business Center: 1-617-954-2203
usat1323@fedex.com
Open Monday-Friday 9:00 am to 5:00 pm
Saturday-Sunday: Call

MEETING INFORMATION
If you need any information about the AMCP Annual Meeting 2018, please visit www.amcpmeetings.org.

TIPS FOR POSTER PRESENTATIONS
• The poster corkboard provided is approximately 4’ high × 8’ wide. Your poster materials should be a little smaller than this area so they do not overlap the edges of the poster board.
• Be sure to include the abstract title, author name(s), and the institution where the work was completed in large letters centered at the top of the poster.
• The presentation number assigned to the poster presentation should NOT be placed on your poster. The poster boards will be numbered for you.
• Hand carry your poster to the meeting, using tubular packaging or a portfolio case. Do not mail your poster to AMCP headquarters or the Convention Center.
• Come prepared with any relevant handouts and business cards to share.