GUIDELINES FOR POSTER PRESENTERS

POSTER PRESENTATION DATE & TIME
Poster presentations are scheduled for Wednesday, October 24 from 12:30pm-2:30pm. Posters will also be displayed on Tuesday, October 23 from 4:15pm-6:15pm, during the opening night reception in the Exchange. Please note that at least one author per poster should be available during the poster presentation to discuss findings on Wednesday, October 24 from 12:30pm-2:30pm.

ONSITE & SETUP
You will have access to Cypress Ballroom 1 and 2 to set up your poster starting at 11:30am on Tuesday, October 23. You should arrive at Cypress Ballroom 1 and 2 no later than 2:30pm to allow time for set up. 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 www.jmcp.org/pages/MeetingAbstracts by mid October 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 8’ wide × 4’ high
- Pushpins to mount your poster.
As long as the combined size of your poster materials fits within the 8’ wide × 4’ high 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 AMCP Nexus 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
Orlando Marriott World Center
701 World Center Drive
Orlando, Florida 32821

ONSITE PRINTING SERVICES
FedEx Office Print and Ship Center Information
https://docstore.fedex.com/hco5517
(407) 239-6411

MEETING INFORMATION
If you need information about AMCP Nexus 2018, please visit www.amcpmeetings.org.

TIPS FOR POSTER PRESENTATIONS
- The poster corkboard provided is approximately 8’ wide × 4’ high. 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.