

Poster Instructions

General Poster Information

- Exhibit Hall access for poster presenters during the poster set-up/dismantling times will be located at the Exhibit Hall A door.
- ASN will provide a printed number on your poster board. This number will correspond with the number in the ASN Program Builder and Abstract Supplement. Do not remove this number from your poster board. *(Please note that individual posters will not be listed in the Onsite Program.)*
- Your poster board surface will be approximately 4 feet high (1.219m) by 8 feet wide (2.438m). Your poster must fit within this space.
- Do not write or paint on the poster boards.
- Set up and dismantle your materials on your poster board during the date/times noted in the "Poster Presentation Schedule." Posters should be on display all day while the exhibit hall is open.
- Posters not removed by the poster dismantling times will be discarded.

Poster Preparation Instructions

1. Your poster should include the abstract title and all authors at the top of the poster. The title lettering should not be less than a 48-point type.
2. Your poster should be readable from a distance of three feet or more. The body lettering should not be less than a 24-point type. Charts, drawings, and illustrations should be simple and more heavily drawn. Your poster should highlight and summarize the main points. A light background with dark lettering (preferably block style) is easiest to read.
3. It is helpful to viewers if you indicate (by numbers, letters, or arrows) a preferred sequence that should be followed in reading your poster.
4. Your poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by viewers during your presentation session. This session provides a more intimate forum for informal discussion, but discussion becomes difficult if you need to spend time explaining your poster to viewers.

5. Use velcro or push pins to attach your materials. Do not use glue, tape, or staples. Velcro or push pins will not be provided by ASN.
6. It is suggested that you include on your poster a name, address, and email (or business cards) in case viewers would like additional information.
7. Including your abstract category and poster number on your poster is optional.

Poster Presentation Schedule

All Poster Sessions will be in Exhibit Halls A–C in the Pennsylvania Convention Center.

<u>Thursday, November 13</u>	<u>Poster Session I</u>
7:30 a.m. - 9:15 a.m.	Poster Set Up
9:30 a.m. - 2:30 p.m.	Poster Viewing
10:00 a.m. - 12:00 noon	Poster Presentations
2:30 p.m. - 4:30 p.m.	Poster Dismantling

<u>Friday, November 14</u>	<u>Poster Session II</u>
7:30 a.m. - 9:15 a.m.	Poster Set Up
9:30 a.m. - 2:30 p.m.	Poster Viewing
10:00 a.m. - 12:00 noon	Poster Presentations
2:30 p.m. - 4:30 p.m.	Poster Dismantling

<u>Saturday, November 15</u>	<u>Poster Session III</u>
7:30 a.m. - 9:15 a.m.	Poster Set Up
9:30 a.m. - 2:30 p.m.	Poster Viewing
10:00 a.m. - 12:00 noon	Poster Presentations
2:30 p.m. - 3:00 p.m.	Poster Dismantling

Please do not set up your poster on the night before your scheduled day, or your poster will be discarded.

Posters On-Demand

All posters must be included in Kidney Week Posters On-Demand. This resource allows you to maximize the reach of your poster and fully paid participants to access electronic versions of the posters during and after the meeting. ASN will email upload instructions to the lead authors.

If you have any poster-related questions, please contact ASN at education@asn-online.org or 202-640-4660.