

Abstract Poster Presentation Guidelines

Set-Up/Tear Down

- * All posters are to be displayed all day on Monday, Tuesday, and Wednesday at the conference.
- * Posters need to be mounted by 10:00 am on Monday, November 1, 2010, in the Clinical Resource Center.
- * Posters should remain displayed until Wednesday, November 3, 2010, at 2:00 pm. Your poster should be taken down on November 3, 2010, at 2:00 pm. The College is not responsible for any poster left up after this time.

Scientific Poster Grand Rounds

- * Poster Grand Rounds is an opportunity for poster presenters, session moderators, and meeting attendees to interact and discuss the research on display. At CHEST, Poster Grand Rounds is divided into two sessions: half of the posters being presented on Tuesday and the other half being presented on Wednesday. Poster presenters will only be required to present each of their posters on one of these days —BUT, all posters should be kept on display from Monday through Wednesday. (The poster area will be accessible to attendees throughout the meeting.)
- * During the assigned poster session, poster presenters are expected to stand by their poster and present their research to interested meeting attendees. Some posters may appear to be more popular than others, but please be patient, and wait for your moderator to come by and visit you and your poster. Please do not leave your area until the poster session is over. There may be attendees who arrive late at the session who hope to meet you and discuss your poster with you.
- * If you have more than one poster to present on the same day, you are responsible for assigning a coauthor to present, as necessary.
- * Moderators will be present to facilitate discussion of all posters within your assigned session.
- * Each poster should consist of four key elements: (1) Title, including name and affiliation of presenter; (2) Purpose; (3) Methods; and (4) Conclusion and Clinical Implications.
- * The maximum poster surface area is 4 feet high x 8 feet wide (LANDSCAPE ORIENTATION). Do not mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board.
- * For easy printing, design your poster in Microsoft PowerPoint set to paper size of 4 feet x 8 feet.
- * Keep text and legends brief.
- * Do not put any commercial logos on the poster.
- * All material must be readable from distances of 3 feet or more. You are strongly encouraged to use type at least 1/4-inch high (22 pt type minimum), using bold type to ensure legibility. Make all print very dark (preferably block style) on a very light, preferably white, background.

- * Write your poster content as concisely as possible, keeping the number of pieces to a minimum. Charts, drawings, and illustrations should be similar to those you would otherwise use in making slides, and, if anything, more heavily drawn. Try to avoid using very fine lines or rules, as these are more difficult to see from a distance. Keep everything as simple as possible, and avoid overly ornate presentations. Block lettering can be useful to add emphasis and clarity.
- * Your poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by inquiry during the poster session.
- * All boards for mounting posters are located in the Clinical Resource Center at the Convention Center. Each poster presenter will be assigned one board for each original investigation poster presentation. The board assigned to you is numbered the same as that found in the final program. All presenters will be e-mailed a map indicating their poster location.
- * Posters need to be put up at 10:00 am on Monday, November 2, 2009, and remain displayed until Wednesday, November 4, 2009, at 2:00 pm. Your poster should be taken down on November 4, 2009, at 2:00 pm. The College is not responsible for any poster left up after this time.

Poster Presentation

- * You must be at your poster at the assigned date and time to answer questions about your research project.
- * You will be scheduled to present your poster during Poster Grand Rounds in the Clinical Resource Center on either Tuesday, November 2, OR Wednesday, November 3, 12:45 pm – 2:00 pm. Although you are only required to present your poster on one of these days, please make sure your poster is on display from Monday, November 1, 10:00 am until Wednesday, November 3, 2:00 pm.
- * Be prepared to discuss your poster concisely within 5 to 10 minutes. Moderators will be present to help facilitate discussion with each poster presenter.
- * Please note that ACCP Scientific Presentations and Awards Committee policy states that failure to be present for your presentation, once you have made the commitment, may result in withdrawal of a request for your participation the following year. If you find that you are unable to attend due to an emergency situation, and you are unable to have a coauthor deliver the presentation in your place, please notify us immediately.

Electronic Posters

Electronic posters are being offered as an additional feature to our standard printed poster grand rounds. All poster presenters are encouraged to submit an electronic poster in addition to the printed poster they will bring to the meeting. CHEST attendees will be able to view the electronic posters online before, during, and after the meeting. Computer terminals will be available on-site for viewing of the electronic posters. Attendees will be able to post questions and comments for the poster authors.

Electronic poster submission information will be e-mailed to the primary contact listed on the abstract by mid September. Posters (printed and/or electronic) will not be posted for any presenter who is not registered for CHEST 2010.

CHEST Challenge Championship and Awards Celebration

All presenters are invited to attend the CHEST Challenge Championship and Awards Celebration on Wednesday, November 3, 2010, from 6:00 pm to 9:00 pm for the announcement of the abstract and case report award winners.

