

2014 ACMT Annual Scientific Meeting Guidelines for Platform and Poster Presentations

Platform Guidelines:

Each platform presentation is 15 minutes duration: 10 minutes for slide presentation and 5 minutes for audience and moderator questions. Please deliver your slide presentation via USB flash thumb drive to the podium 30 minutes prior to the start of the assigned platform session. Have a back-up copy of the presentation available in case of any problems. A disclosure statement slide must be included at the beginning of each presentation.

Helpful hints for a successful platform:

While it is appropriate to include background material in the presentation, we encourage you to focus primarily on the body of your study: the methods, results, analysis, conclusion, limitations, and future implications to medical toxicology.

Keep text to a minimum: Use short bulleted sentences rather than lengthy paragraphs and organize information into figures, tables, diagrams, and lists.

For the inexperienced presenter: Rehearse your presentation to make certain that it will be complete within the allotted 10 minutes.

The slide presentation should be MS PowerPoint or Apple Keynote.

Poster Guidelines:

The poster mounting board is 8 ft. (96 inches) wide and 4 ft. (48 inches) vertical. Posters should be made slightly smaller to fit in this allotted space. It is essential that your poster is hanging prior to the scheduled start time of the session. On your assigned day, you will need to stand by your poster during the author with poster times (see schedule below) to receive attendee comments and questions. Use of ACMT assigned QR codes on posters (see details below) is strongly encouraged.



Helpful guidelines for effective poster construction:

Data should be easily read from four feet away.

The title panel should include full title, all authors, and affiliations across the top of the poster.

Title: 60-72 size font

Authors: 48 size font

Institution: 36 size font

Follow the format of your abstract: Introduction, Hypothesis, Methods or Case Report, Results or Case Discussion, Conclusions, Limitations, Future Implications, etc.

Keep text to a minimum: Use short bulleted sentences rather than lengthy paragraphs and organize information into figures, tables, diagrams, and lists.

All figures, images, diagrams, tables, and lists should be labeled.

Any images of patients should be masked appropriately to protect the individual's identity.

Inclusion of the original abstract on the poster is optional. If you are presenting an abstract that is already published, you may consider printing some copies of your abstract to have available as a handout.

A bibliography is optional. You may consider printing some bibliographies to have available as a handout to attendees with special interest.

Funding sources must be disclosed.

QR (Quick Response)Codes

All abstracts have have been assigned a unique QR code that was included in the email notification sent to corresponding authors in mid-December 2013. Annual meeting registrants with a QR scanner on their smartphone or tablet will be able to download posters for viewing during and after the poster sessions. Poster PDF (maximum size 10MB) must be submitted no later than March 17, 2014.



Note: QR code graphic image must be printed in black & white, approximately 1" x 1", and placed on the lower right hand corner of the poster. Please contact ASMRResearch@acmt.net if you have questions about the use of QR codes.

New to QR codes? View a 2 minute YouTube video at <http://www.youtube.com/watch?v=2VsZDloCfsc>

Poster Session Schedule

Poster sessions will take place in the Mesa Ballroom at the Arizona Biltmore.

PosterDisplay

Poster Session A

Saturday, March 29,2014, 8am-5pm (authors with posters 10:45-11:45am)

Poster Session B

Sunday, March 30, 2014, 8am-3pm (authors with posters 10:00-11:00am)

Set-Up Time

Posters should be in place by 7:30am on the assigned session day.

For a list of poster session assignments sorted by date / first author go to http://www.acmt.net/_Library/2014_ASM_Documents/2014_ASM_Poster_Session_A_B.pdf.

As stated in the submission process, one of the authors must register for the 2014 ACMT Annual Scientific Meeting. Information concerning registration is available here. Registration discounts expire on January 15, 2014. Please send ACMT ASMRResearch@acmt.net the name of the representative author no later than March 17, 2014.

Arizona Biltmore Resort
2400 East Missouri Avenue
Phoenix, AZ 85016
T: 602.955.6600

