

2012 AAAAI Annual Meeting Poster Presentation Information

The AAAAI is looking forward to your participation and poster presentation at the 2012 Annual Meeting.

You should have already received a notification about your poster presentation which includes the date your poster is to be presented, the session in which it is programmed and the poster board number to which it has been assigned.

Please be sure to set-up your poster on the appropriate poster board between 6:00am and 8:00am the morning of your session. Your poster will remain on display throughout the day, and must be dismantled between 6:00pm and 7:00pm that evening. **Posters not dismantled by 7:30pm will be discarded.** You are asked to be present at your poster board from 9:45am - 10:45am on the day your poster presentation is scheduled, to discuss your research and answer questions from meeting attendees.

The poster hall location is in South Hall A2, Level I, Orlando Convention Center.

Poster Preparation Guidelines

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2012 Annual Meeting.

The usable space on these poster boards is 46" high x 94" wide. This is the surface space which one could insert a thumbtack.

- Posters should be readable by viewers from up to five feet away.
- The message should be clear and understandable without oral explanation.
- Illustrations, labels, etc. must be attached to the poster board with thumbtacks, which will be available in the poster area.
- A copy of your abstract should be posted in the upper left-hand corner of the poster board.
- A label indicating the abstract number, abstract title, author and their affiliation should be placed at the top of the poster board, to the right of the abstract.
- A label listing the funding source(s) must be displayed in the lower right-hand corner of the poster board.

***Special Offer for AAAAI Poster Presenters-**

FedEx Kinko's in Orlando Convention Center is offering special pricing for poster creation. They can assist poster session presenters by offering a **30% Discount** on any posters orders submitted by February 28th, 2012 (this is 3 days prior to your start of annual meeting). You will save 30% on printing and avoid having to ship. They will stage posters at Orlando Convention Center for easy pickup. **You must use the CODE: AAAAIMCO12**

Poster Pricing (printed on Matte paper)		
Size	Standard Rate Onsite	Discounted Rate
18x24	\$45.00	\$31.50
24x36	\$90.00	\$63.00
36x48	\$180.00	\$126.00

Annual Meeting Registration

You should have already received registration materials for the Annual Meeting. If not, please contact the AAAAI Executive Office at (414) 272-6071 or via email at annualmeeting@aaaai.org to request the appropriate materials. You may also register online at www.annualmeeting.aaaai.org. You MUST be registered for the meeting in order to present your poster. Poster presenters do NOT receive waived registration for the meeting.

Thanks again for your interest in the AAAAI Annual Meeting, and congratulations on your poster being selected for presentation. Please feel free to contact Amanda Buckley at abuckley@aaaai.org at the AAAAI Executive Office with any questions.

2012 AAAAI Annual Meeting Oral Abstract Information

The AAAAI is looking forward to your participation and oral abstract presentation at the 2012 Annual Meeting.

You should have already received notification about your presentation that includes specific details about your session.

Oral Abstract Format

Each oral abstract presentation has been allotted 10 minutes for the presentation of their abstract and 5 minutes for questions/discussion.

PowerPoint Presentation

The AAAAI requests that you use Microsoft PowerPoint to design the slide presentation for your talk. In order to load the presentations for all the session's speakers onto a single computer, it will be necessary to collect your final PowerPoint file in advance of the session. Please bring your presentation on a CD-ROM, jump drive or Zip disk to the on-site Speaker Resource Room at the Pennsylvania Convention Center no later than 2 hours prior to your session's starting time. Failure to do so may prevent your presentation from being shown during your session.

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Thanks again for your interest in the AAAAI Annual Meeting, and congratulations on being accepted to present your abstract. Please feel free to contact Amanda Buckley at abuckley@aaaai.org at the AAAAI Executive Office with any questions.

2012 AAAAI Annual Meeting Featured Poster Session Set up Instructions

The AAAAI is looking forward to your participation and Featured Poster presentation at the 2012 Annual Meeting.

The Featured Poster session will be held on Sunday evening, March 4th, 2012, from 5:30pm – 7:30pm in the S210 A, Level II, Orlando Convention Center.

Please be sure to set-up your poster on the appropriate poster board (these will be identified by your poster number) between 3:00pm and 4:00pm on the afternoon of Sunday, March 4th. Your poster will remain on display throughout the weekend. It is mandatory that your poster be left on display for the course of the meeting. If you are unable to hang your poster that afternoon please contact Amanda Buckley, abuckley@aaaai.org, to arrange for staff assistance.

These abstracts will be facilitated by Interest Section leadership who will initiate and promote discussion among the authors and attendees. You are asked to be present with your poster by 5:45pm so you can participate in the discussion and answer any questions attendees and facilitators may have.

Poster Presentation Guidelines

The following are poster preparation guidelines for authors whose abstract was accepted for poster presentation at the 2012 Annual Meeting. **The usable space on these poster boards is 46" high x 94" wide (Landscape orientation). This is the surface space which one could insert a push pin/tack. The following guidelines are recommended when organizing your poster:**

- Posters should be readable by viewers from up to five feet away.
- The message should be clear and understandable without oral explanation.
- Illustrations, labels, etc. must be attached to the poster board with thumbtacks, which will be available in the poster area.
- A copy of your abstract should be posted in the upper left-hand corner of the poster board.

- A label indicating the abstract number, abstract title, author and the affiliation should be placed at the top of the poster board, to the right of the abstract. A label listing the funding source(s) must be displayed in the lower right-hand corner of the poster board.

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