

Abstract Presenter Instructions

Thank you for submitting your abstract to ACAIM.
All presenters must register for the conference at acaim.org.

Oral presentations

1. Presentations should be **no more** than 10 slides **not** including title, disclosures and references. (You must have a disclosure slide).
2. Total time allotted is 7 minutes for your presentation with 3 minutes for questions.
3. Judging will consider the above instructions in award eligibility.
4. Please bring your presentation on a thumb drive to be uploaded on-site on the day of your presentation.

Poster presentations

1. Your presence is required during the entire session to facilitate discussion with the attendees.
2. Mount your poster one hour before the session.
3. Poster size should be a **maximum of 3 feet tall by 4 feet wide**. Your presentation number will be affixed to your assigned posterboard.
4. Don't forget to bring thumbtacks, pushpins, or drawing pins to attach your poster to the posterboard. ACAIM will not have supplies available for use by the poster presenters.
5. You are encouraged to bring up to 100 photocopies (8.5" x 11" or 11" x 17") of your poster to distribute to attendees.
6. Organize the poster with sections in order: Title, Objectives, Methods, Results, Limitations, and Conclusions. Start the Objectives under the Title in the upper left portion of the poster. Use the middle portion, top to bottom, for Methods, Results, and Limitations. The Conclusion should be in the lower right corner. Be sure to disclose any funding sources; we suggest they be displayed at the bottom center of the poster.
7. Lettering and illustrations should be legible from a distance of 5 feet. Charts, drawings, and illustrations should be similar to those used in making slides, but more heavily drawn. Do not mount illustrations on heavy material because of the difficulty in keeping them in position on the posterboards.
8. Posters may be removed immediately following the poster session. Dismantling must be completed by 5:30 pm.
9. ACAIM staff will discard posters not dismantled by 5:30 pm. ACAIM cannot assume responsibility for loss or damage to posters.