

GUIDELINES FOR POSTER PRESENTATIONS

Formal letters of invitation are sent by e-mail from the CSTE national office by **Wednesday, March 24, 2021**. Presenting authors should respond to the invitation online no later than 11:59PM EDT on **Monday, April 12, 2021**. **All poster presenting authors are required to upload their poster documents no later than 11:59PM EDT on Monday, May 10, 2021.**



RESPONDING TO THE POSTER INVITATION

Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author. Presenting authors that fail to respond by the deadline will be considered accepted and expected to present. **Acceptance or withdrawal of an accepted abstract must be made no later than 11:59PM EDT on Monday, April 12, 2021.** Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

All presenting authors must register for the conference and pay related fees in order to access the virtual platform during the conference dates. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.

VIRTUAL POSTER PRESENTATIONS

The virtual conference will operate on a website platform and will be similar to an in-person conference in the sense that presentations will be a virtual poster hall. The time zone for all conference sessions are Eastern Daylight Time (EDT). **All poster presenting authors are required to upload their poster documents no later than 11:59PM EDT on Monday, May 10, 2021.** Presenting authors cannot modify their presentation after the platform is opened to attendees, so it is critical to submit by the deadline for poster hall preparations.

All poster presentations will be available for on-demand viewing when the platform opens to registered attendees and for up to three months after the conclusion of the event for registered attendees. Please ensure your presentation has agency approval for viewing by registered attendees.

SPEAKER PORTAL

(Presenter's Zone on virtual platform)

Each poster presenting author will have their own unique portal on the platform where the following information will be managed:

- Upload your headshot photo (*optional*)
- Upload your Social Media links (*optional*)
- Review your information preloaded and edit as needed

You will also need to check to be sure all your personal information is correct especially your email address as this will be the email we send future communications to. **You should use the same email that you used to register with in order to get all communications and eventually log into the platform.**

POSTER PORTALS

On the virtual platform, each poster presenter will have their own poster listing. Each poster presenter will receive a unique portal link where they will need to upload the following items to build out their poster listing. In the email with the unique portal link, poster presenters will receive detailed instructions on where to add items in the portal to build out their poster listing. **Further instructions on the specifics to what needs to be uploaded will be forthcoming:**

- Poster abstract text (*required*)
- One page PDF document upload size limit is 10MB or multiple page document upload size limit is 30MB (*required*)
- Thumbnail image associated with the poster (*recommended*)
- Handouts (*recommended*)



DEVELOPING YOUR PRESENTATION

Poster presentations are a visual illustration on a poster board that summarizes findings by way of limited text, graphics, and photographs. Presenting authors will upload their poster and any handouts by the deadline. There will not be a live chat or Q&A during these sessions. However, attendees will be able to leave written questions and presenting authors are expected to respond to those questions on the virtual platform in a timely manner during the conference dates. Questions will come in as chat notifications.

PREPARING FOR THE VIRTUAL CONFERENCE

Familiarize yourself with the conference technology. Log into the conference platform as soon as your log-in information is available to be sure you are able to access.



PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, video and/or audio of events and activities for use in CSTE print and digital materials. By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this publicly available media on the CSTE website.

CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions.



Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.

FORMATING YOUR POSTER DOCUMENT



The poster presentation must be uploaded as a PDF file. For a one-page file upload the size limit is 10MB. For a multiple page file upload the size limit is 30MB.



Recommended fonts are san serif font, such as Arial, because san serif fonts are easier to read than serif fonts, such as Times New Roman.



Posters are generally read from left to right and top to bottom. Use arrows, numbers, or letters to indicate preferred viewing sequence to attendees.



Place the title of your poster presentation at the top center of the poster.



Keep your text to a minimum. Your emphasis should be on graphics, charts, graph, and photos.



Poster presenter contact information should be included on the poster presentation slide for attendees to reach you for further discussion outside the session date and time.



Include a handout for more detailed information (*recommended*).

THUMBNAIL IMAGE FOR YOUR POSTER



All poster presenting authors should upload a thumbnail image. This image will display alongside the respective poster title in the Poster Hall. Attendees will click on the thumbnail image associated with a poster title to "enter" into that presenter's poster booth.

- Please submit your thumbnail image to the Poster Portal by the deadline
- The image should be uploaded in PNG or JPEG format
- The thumbnail image is the first thing attendees will see alongside your poster title as they are scrolling through the poster gallery – choose an image that best represents the general theme or an aspect of your poster
- The image should be related to your poster, but please DO NOT upload an image of your poster

SPEAKER DISCLOSURE