



## POSTER PRESENTATION GUIDELINES 2021 OTA ANNUAL MEETING

*We understand the ability to attend in person may have changed due to travel restrictions. If there is no one from your group available to hang the poster, the OTA Program Committee expects that the presenters will arrange for online printing per the instructions. Please inform the OTA staff (by October 18th) to hang the poster by providing your name, poster title and confirmation that the poster has been ordered. FedEx will send a confirmation email to Diane Waligurski at [waligurski@ota.org](mailto:waligurski@ota.org) once the order has been made. (\*\*See instructions below for more detail.)*

**All authors (podium and poster) are required to register and pay the registration fee if attending the meeting.**

### **Important Items of Note – Please Review:**

#### **Posters: In-person, posted on poster boards:**

- Poster Size: No larger than 47 inches horizontal by 47 inches vertical
- Location: Fort Worth Convention Center – Exhibit Hall A
- Set-up: Thursday, October 21; 7:00am – 12:00pm
- Take down: Saturday, October 23; 12:45pm – 4:30pm.  
Posters are not to be removed before 12:45pm. Posters not removed by 4:30pm Saturday, October 23 will be discarded.
- Please provide your own push pins. The poster number will be provided.

\*Presenters who are onsite are responsible for set-up, take down, and shipping. Printing service and onsite pickup is available through a third-party, *FedEx Office Downtown Fort Worth*.

To place an order, go to [FedEx Poster](#), select location: **FedEx Office Print & Ship Center; 901 Houston Street, Fort Worth, TX.**

Place your order prior to October 12<sup>th</sup>. Posters will be delivered to the OTA Registration Desk for pick up – signature required.

Presenters not attending in-person must notify [ota@ota.org](mailto:ota@ota.org) of your order and staff will hang the poster on your behalf.

#### **ePosters**

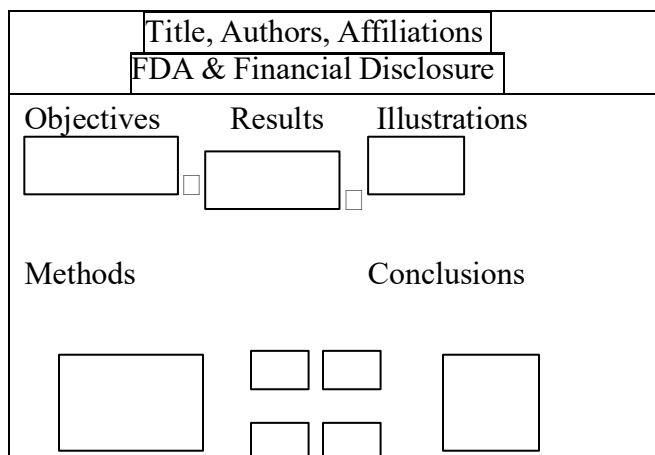
To upload your poster for inclusion in the ePosters online site for the OTA 2021 Annual Meeting, please click here. <https://mediasiteconnect.com/site/ota-annual-meeting-2021>. The poster file should be a single page PDF up to 10MB's. By submitting your poster, you agree to have your PDF file included in the online ePosters site (also viewable on the OTA meeting app). **The deadline date is October 7<sup>th</sup>.**

**Poster must include the following:**

- FDA Approval Notice as well as Financial Support Disclosure
- A HEADING that includes the title, authors, and affiliation. This heading must be mounted at the top of the board. Lettering should be large enough to be read at least eight feet from the board.
- TEXT, FIGURES, AND GRAPHS, legible four feet away

Poster arrangements will vary, of course, depending on the material presented. However, a sample arrangement for easy viewing is illustrated below.

47 inches □ x 47 inches □



**HELPFUL HINTS**

- Make poster presentations as self-explanatory as possible
- Data displayed clear and concise
- Photos, figures, diagrams, charts to reflect pertinent points
- Legible – large enough print to be read 4’ – 6’ away
- Avoid abbreviations and acronyms without giving their full form
- Avoid using entirely capital letters in all instances except short titles, otherwise the text will be too difficult to read

**DO NOT:**

- Simply enlarge your abstract
- Be overly ornate
- Use more than your allocated space
- Include marketing or [ineligible company](https://accme.org/faq/what-accmes-definition-ineligible-company) logos on your poster  
<https://accme.org/faq/what-accmes-definition-ineligible-company>

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Please call the OTA staff office, 847-698-1631, M-F 8:00 am-5:00 pm Central or email: [ota@ota.org](mailto:ota@ota.org) with any questions.

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