

## SPR 14th Annual Meeting Instructions for Poster Presentations

The two evening Poster Sessions will be held in Rio Grande Ballroom of the Hyatt Regency San Antonio, TX. A reception with light food and cash bars will run concurrently in the poster room. No other presentation sessions run concurrently with the poster sessions.

### Poster Number

We will provide a printed "number" identifying each poster board. This number corresponds to the printed program abstract number. Refer to the author index in the printed program to check the corresponding program/poster number for your presentation(s.)

### Conflict of Interest Statement

When applicable all presenters should include his/her conflict of interest disclosure statement in his/her poster presentation.

### Hand-out Materials

We request authors to have materials available in the form of a handout, even if only a one-page abstract; along with contact information to help participants follow up on presentations at the meetings. Please make arrangements to bring handouts (50-75 copies) and/or be prepared to respond to e-mail requests after the conference.

### Poster Board Size and Poster Preparation

The poster board is 4 feet high and 8 feet wide (including the wood trim). You will be assigned one poster board for each abstract that has been accepted.

Prepare a title board for the top of your poster space indicating the title and author(s) of your presentation. Ideally, the lettering for the title should not be less than 1-1/2 inches high.

All illustrations should be made up beforehand. Remember that your illustrations must be read from several feet. Charts, drawings, and illustrations should be similar to those you would use in making slides, but more heavily drawn. Do not mount illustrations on heavy board because these may be difficult to keep in position on the poster boards. Hand-lettered material should contain heavy lettering approximately 1 inch high for minor titles (i.e. questions, methods, conclusions, etc.) and all printing should be a minimum of 1/2 inch. Do not use normal "typewriter-size" type. Keep illustrated and written material simple.

Do not allow yourself to be monopolized for an inordinate period of time by a single individual.

Pushpins will be provided.

Please do not write or paint on the poster boards.

Please remove your materials from the poster board immediately after the session. Materials left on the boards after the session will be discarded.

### Poster Presentation Schedule

Posters will be grouped by theme during each evening session. You will receive an e-mail with the date of your poster session(s).

Session 1 – Wednesday, May 31, 2006

Session 2 – Thursday, June 1, 2006

Set-Up: 10:30 am – 4:00 PM

Presentations: 5:00 PM – 7:00 PM

Dismantling: 7:00 PM – 7:15 PM

**At least one author should be in attendance at each poster during one hour of the two-hour poster session.**

**Even numbered posters should be attended from 5:00 PM – 6:00 PM**

**Odd numbered posters should be attended from 6:00 PM – 7:00 PM**

Please note that power and tables for laptops are **NOT** available for poster presentations.