Poster Presenter Guidelines

Poster presenters must register for ASM Microbe and present in person. If the Presenting Author designated on the abstract is not registered, the abstract is subject to be withdrawn from the scientific program. Log into the presenter portal here [Link to portal] to register. If you are unable to attend ASM Microbe, you may identify a co-author to present the poster. Please contact ASM staff if you need to change the Presenting Author at asmmicrobemtgprogram@asmusa.org.

Each poster remains on display for an entire day, and each presenter is available at his or her poster for a two-hour time period, as published below.

Poster Presentation Key Dates and Times

<table>
<thead>
<tr>
<th></th>
<th>Friday, June 10</th>
<th>Saturday, June 11</th>
<th>Sunday, June 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster Service Opens</td>
<td>8:00 am</td>
<td>8:00 am</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Poster Set-Up</td>
<td>9:00 - 10:00 am</td>
<td>9:00 - 10:00 am</td>
<td>9:00 - 10:00 am</td>
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<tr>
<td>Exhibit and Poster Hall Opens</td>
<td>10:00 am</td>
<td>10:00 am</td>
<td>10:00 am</td>
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<tr>
<td>Poster Session 1</td>
<td>10:30 - 11:30 am</td>
<td>10:30 - 11:30 am</td>
<td>10:30 am - 12:30 pm</td>
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<tr>
<td>Poster Session 2</td>
<td>4:00 - 5:00 pm</td>
<td>4:00 - 5:00 pm</td>
<td>n/a</td>
</tr>
<tr>
<td>Exhibit and Poster Hall Closes</td>
<td>5:00 pm</td>
<td>5:00 pm</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>Poster Services Closes</td>
<td>5:30 pm</td>
<td>5:30 pm</td>
<td>4:30 pm</td>
</tr>
<tr>
<td>Poster Removal</td>
<td>5:00 - 5:30 pm</td>
<td>5:00 - 5:30 pm</td>
<td>4:00 - 4:30 pm</td>
</tr>
</tbody>
</table>

POSTER SET-UP/Removal

Posters must be mounted on your assigned and numbered poster board by 10:00 am on the day of your scheduled presentation. Posters remain on the boards for the full day assigned. Removal times are posted in the schedule above.

You must bring your notification letter and ASM Microbe badge to gain entrance to the Exhibit and Poster Hall in the Walter E. Washington Convention Center to mount or dismantle your poster (when the hall is closed to general attendees).
• Thumb Tacks/Push Pins: Will be available for all Poster Presenters outside of the hall at Poster Services, as well as at Track Hubs inside the Exhibit and Poster Hall.

• Only the poster presenter will be permitted to enter the Exhibit and Poster Hall to set up his or her poster. If you need assistance mounting your poster, ASM staff are available at Poster Services. Poster Presenters need to have ASM Microbe badges and either their acceptance letter or check in at Poster Services to obtain a pass for the Hall.

• Posters remaining on the boards after the removal window will be collected and available for pick up at the Poster Services desk.

POSTER STORAGE

Complimentary poster storage bins are available outside of the Exhibit and Poster Hall only for posters and poster containers. Please be sure that your poster and/or poster container is clearly marked with your full name. All posters left in storage are done so at your own risk.

POSTER SPECIFICATIONS

• Size Specifications: Posters should be no larger than 8ft. (L) x 4ft. (H).

• Required Elements:
  o In the upper-left corner of your poster, clearly note your assigned presentation number and presentation date
    • You may get this information from the meeting’s Itinerary Planner or your acceptance letter.
    • Final publication numbers (posters) will be finalized and provided by Friday, April 29th
  o Please note: The size of the meeting and the number of presentations do not allow poster presenters to make special requests for date or time of the presentation.
  o Centered at the top of your poster, in large letters, include author name(s) and the institution where the work was completed

• Commercial, product, and company logos must NOT be placed on posters or poster boards. However, institutional logos are permitted. Be sure to
communicate this if the poster is being prepared and printed for you by someone else.

POSTER PRINTING SERVICES

- Please note on-site printing and pick-up will not be available at Poster Services. Local poster printing services are available less than .2 miles (3 min walk) from the convention center.
  - Same Day Printing DC
    650 Massachusetts Ave NW, Washington, DC 20001
    ADD WEBSITE
    Same day printing $404.00*
    Next Day printing services $340.00*
    Two-day printing services $276.00*

*prices are subject to change and may vary

TIPS FOR PREPARATION

- Posters should stimulate discussion; do not give a long presentation. Keep text to a minimum, emphasize graphics, and make sure everything in your poster is necessary.
- Utilize handouts to supplement your poster.
- Materials must be easily read at a distance of 4 feet. Ordinary type or carelessly prepared handwritten copy is unacceptable. As a rule of thumb, use a font size larger than or equal to 14-point and double-space your text.
- When choosing a background, remember neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.

Presentation Pointers

- Make eye contact
• Give attendees a moment to read your science before discussing
• Make it easy to remember
• “Sell You Science” in 30 seconds
• Know your stuff
• Network, network, network
  • If you wish to further a discussion away from the Poster, feel free to visit the Track Hubs in the Exhibit and Poster Hall.
• Have business cards and contact information easily available

Questions?
Contact ASM Meetings staff at asmmicrobemtgprogram@asmusa.org.