



INSTRUCTIONS FOR POSTER PREPARATION, DISPLAY AND PRESENTATION

PREPARING YOUR POSTER

DIMENSIONS:

The poster board size is **4 feet wide** by **8 feet high** and will be oriented **vertically**. This means posters *cannot be wider than 4 feet*. One poster will be mounted per board. The poster can be any size, as long as it does not exceed the dimensions of the poster board. The surface is fabric covered fiberboard. Each presentation should contain a top panel listing the title of the abstract and the names of the authors.

TITLE:

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DISCLOSURE:

You are **REQUIRED** to include a statement on your poster regarding any off-label or unapproved product uses you will mention, and you **MUST** mount a notice of any affiliations (financial or professional) or lack thereof that you have with the manufacturers of the products or class of products mentioned in your poster. **This disclosure notice MUST be visible on the bottom left-hand side your poster board.**



ILLUSTRATIONS AND TABLE GUIDELINES:

- Illustrations and tables should be kept relatively simple to maximize legibility. Avoid “arty” style and keep captions brief. Lines in graphs should be heavy. Symbols, letters, and numbers should be large enough to be seen from a distance of six feet. As in the preparation of slides, contrast between lettering and background is very important. Using color background is a useful way of enhancing the legibility of the data.
- Professionally drawn charts, tables, and graphics increase the effectiveness of the poster. Hand lettered material should be in heavy lettering at least 3/8” high. Typewritten material is difficult to read and should not be used.
- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Arrange illustrations and tables in the preferred sequence in which they will be viewed.
- You are strongly encouraged to bring photocopies of the abstract as well as an outline of the experimental design and copies of relevant tables and illustrations for distribution.

POSTER PRINTING:

Call4Posters™ is the preferred poster printing partner for the ISHLT 39th Annual Meeting and Scientific Sessions. Unlike general printing services, Call4Posters™ is designed specifically to meet the needs of researchers. With Call4Posters™, your poster will be printed and delivered directly to the Loews Meeting Complex in Orlando, FL, USA. It's so easy! Contact information for this convenient service will be posted on the [Speaker Information](#) page as soon as it is available.

DISPLAYING YOUR POSTER:

POSTER ROOMS: Banda Sea, Timor Sea, Hibiscus, Gardenia

Please refer to your detailed PRESENTATION INVITATION SUMMARY for your PRESENTATION NUMBER, POSTER SESSION DATE and ROOM LOCATION. To help you locate your poster display board, **Poster Hall Maps** will be available in the Mobile Meeting App, and paper copies will be available in the poster halls each day.

The presentation number will be pre-mounted on the poster display board to identify which board to use to display your poster **on your scheduled poster session date only**. **Supplies will be available onsite to hang the poster**. Below is the mount, display, presentation and removal times for all poster sessions.

POSTER SESSION 1

Wednesday April 3, 2019

Mount Time: 8 am – 9:45 am
Display Time: 10 am – 7:15 pm
Presentation: 6 pm – 7:15 pm
Removal Time: 7:15 pm – 8:15 pm

POSTER SESSION 2

Thursday April 4, 2019

Mount Time: 7 am – 9:45 am
Display Time: 9:45 am – 7 pm
Presentation: 5:45 pm – 7 pm
Removal Time: 7 pm – 8 pm

POSTER SESSION 3

Friday April 5, 2019

Mount Time: 7 am – 10 am
Display Time: 10 am – 7:15 pm
Presentation: 6 pm – 7:15 pm
Removal Time: 7:15 pm – 8:15 pm

PRESENTING YOUR POSTER:

As poster presenter, you will hang your poster for display during the all-day poster session, **but you are required to stand beside your poster only during the evening one-hour poster presentation time**. Designated discussants have been assigned to circulate through the poster hall during the one-hour session to engage all poster presenters in quality discussions of their abstracts.

REMOVAL:

Please remove your poster from the display board immediately after the poster session concludes. **Any posters left overnight will be discarded.**

ePOSTERS:

ISHLT is pleased to continue to highlight all oral, mini oral, and poster presentations as ePosters. This free service provided by ISHLT gives presenters the ability to create an online version of their presentation. ISHLT members and meeting delegates will be able to view your presentation during the meeting and for one year following the meeting. **Participation in the ePosters program is required for all poster presenters and strongly encouraged for all oral and mini oral presenters.** All presenters will be contacted in early March directly by CTI Meeting Technologies with details on how to upload your presentation to the ePoster site.

ADDITIONAL NOTES:

1. Failure to display your poster presentation deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, any unexplained absences may result in the ISHLT refusing to consider your abstracts at any future meetings.
2. Your poster cannot be mounted or presented unless one or more authors are registered for the meeting.