

## **POSTER INSTRUCTIONS**

**NEW FOR 2024:** Due to space restrictions in San Francisco, we will be limiting the number of printed posters onsite. Accepted posters will fall into one of two categories:

1. **Poster** – This includes a physical printed poster *and* an ePoster.
2. **ePoster** – This will be an ePoster only. You will **not** have a physical printed poster onsite.

*Please refer to your poster acceptance email to determine whether your abstract was accepted as a Poster or an ePoster. The instructions below refer to Posters only.*

**\*\*\*Poster board dimensions are 45 inches x 45 inches\*\*\***

### ***Disclosure***

You are required to indicate the complete financial disclosure of the authors for your poster. Since your poster will also be viewed as an ePoster, **please place the appropriate Mandatory Disclosure visual on the upper right-hand corner of your poster**. The appropriate Mandatory Disclosure visual can be found at [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants). To search and view your co-authors' disclosure go to: [www.aaos.org/disclosure](http://www.aaos.org/disclosure)

### ***Submission***

You are required to submit your poster in two formats:

1. As a traditional (hardcopy) 45"x 45" poster.
  - Posters are viewed in Academy Hall at the Moscone Center (West).
  - Printing instructions will be emailed in January.
2. An electronic poster (ePoster).
  - Instructions for uploading your ePoster will be emailed in January.

### ***Printed Posters***

For **Poster Session 1**, your poster will be displayed on Monday, February 12th and Tuesday, February 13<sup>th</sup>. The hours are:

Sunday, February 11 .....2:00 PM - 6:00 PM (Setup only)  
Monday, February 12 .....7:00 AM - 5:00 PM (Setup 7:00 - 10:00 AM)  
Tuesday, February 13 .....7:00 AM - 5:00 PM (Dismantle 5:00 PM - 6:00 PM)

For **Poster Session 2**, your poster will be displayed Wednesday, February 14<sup>th</sup> through Thursday, February 15<sup>th</sup>. The hours are:

Wednesday, February 14 .....7:00 AM - 5:00 PM (Setup 7:00 - 10:00 AM)  
Thursday, February 15 .....7:00 AM - 5:00 PM (Dismantle 5:00 PM - 6:00 PM)

### ***Poster Setup***

- It is important that the Poster be planned and constructed carefully so it can be placed on its **45" high x 45" wide** (114.3 cm x 114.3 cm) tack board in final form in 30 minutes or less.
- Your poster can be any size if it **does not go over the poster board boundaries**.
- Contact information for the presenter including last name, shipping address and poster number, should be placed on the **back side of the poster on the upper left corner**.
- Attach the poster with tacks or Velcro strips. Tapes, glues, or other messy or permanent substances are not appropriate for use on tack boards.
- A Poster Help Desk will be located in the Posters area to assist you on-site. The Poster Help Desk will store your tubes or shipping material, provide pushpins, Velcro, and handout bins. They will also provide the appropriate Mandatory Disclosure visual if you do not incorporate the disclosure within the poster design.

### ***Equipment Supplied by the Academy:***

- Tack board 45in x 45in (114.3cm x 114.3cm)
- Tacks and Velcro strips
- Letter size bin attaches to the tack board for handouts
- Appropriate Disclosure Templates can be picked up at the Poster Help Desk in Academy Hall.

### ***Dismantle of Posters***

For Poster Session 1, posters are to be dismantled by 6:00 PM on Tuesday, February 13 and for Poster Session 2, posters are to be dismantled by 6:00 PM on Thursday, February 15.

**Any materials remaining at the end of each session will be discarded.**

### ***Presenters***

One of the authors of the Poster is required to be present at the poster board from 11:30 AM - 12:30 PM on both days that your poster is displayed (Session 1 or Session 2). If your poster is selected as an **Award Winner**, **ePoster Presentation** or for a **Poster Tour**, one or more of the authors should be present at the event.

### ***Poster Awards***

An award will be presented in each classification designating the best poster of that classification. The top five rated abstracts in each classification are eligible for the award. If yours is one of the top five, you will be notified. From these winners, the Central Program Committee Chair will select the best poster of the 2024 AAOS Annual Meeting. To be eligible, your poster must be displayed.

### ***ePoster Presentations***

A limited number of posters will be selected to participate in NEW ePoster Presentation sessions. These 30-minute sessions will take place at ePoster stations in Academy Hall and will have 4 presenters per session. If your Poster is selected for an ePoster presentation, you will be notified and one or more of the authors should be present at the scheduled time of the Presentation.

### ***Poster Tours***

If your poster is selected for a Poster Tour, you will be notified and one or more of the authors should be present at the scheduled time of the Poster Tour session.

### ***Food and Drug Administration Status***

If a device or drug requiring FDA approval is covered by the material used in the poster, the poster must include the FDA clearance status of the medical devices and pharmaceuticals for the uses discussed or described. "Off label" uses of a device or pharmaceutical may be described so long as the lack of FDA clearance for such uses is also disclosed. Ensure that your poster complies with HIPAA (Health Insurance Portability and Accountability Act), this protects a patient's rights and confidentiality.

### ***Commercialism***

Funding of poster exhibits is limited to individuals, educational facilities and hospitals. Commercial funding is not allowed.

### ***Why a Poster?***

A poster presentation is an excellent way to provide continuing education and highlight your important research. The compact format provides a step-by-step explanation of procedures and results of scientific research or multiple case studies. The public display of the presentation allows viewers to examine the information at their own pace. An added benefit is the one-on-one contact between presenter and viewer that can take place during the formal poster presentation time. Effective posters communicate by the written word, visual illustrations, and the presenter's personality.

Poster presentations are best suited for **a pilot study, a unique idea, or a new procedure** where all information can be displayed on a **45" high x 45" wide** board (114.3 cm x 114.3 cm). Only **text, graphs, photographs, and artwork** are placed on the board.

Ideally, the poster presentation should have a handout that reflects the research.

### ***Elements of a Poster***

The following suggestions may be helpful in planning and preparing a poster presentation:

- The topic should be relevant.
- Data displayed clear and concise, allowing readers to make own interpretation.
- Photos, figures, diagrams, charts to reflect pertinent points.
- Findings and conclusions clearly discernible from the text.
- Useful information for clinical practice.
- Good science – case-controlled study.
- Focused – makes a statement, offers proof, and draws conclusions.
- Legible – large enough print to be read on a **45" high x 45" wide** board.
- Quality – professional, appropriate for national scientific presentation.
- Definition of clinically meaningful problem.
- Hypothesis and purpose.
- Succinct take-home message in conclusion.
- Limited verbiage. Use photos to substitute for words.
- State the problem, the approach to the solution, then, give the work performed and result.
- Conclude only what data supports. Speculation is OK, but let the reader know what you speculate and what your data supports.
- Avoid abbreviations and acronyms without giving their full form.

### ***Artwork and Lettering***

Creative artwork with an uncluttered layout will encourage attendees to stop and examine your poster presentation. Use self-explanatory drawings, photos, and charts to express ideas. When captions are used, limit them to a couple of sentences.

**Avoid** USING ENTIRELY CAPITAL LETTERS IN ALL INSTANCES, otherwise the text will be too difficult to read.

**Color is very useful** for creating interest and accentuating specific parts of any presentation. Use only a few common colors. Generally, it is best to use light lettering (e.g., white, yellow, golden yellow, ivory, light blue, cyan) on dark backgrounds (e.g., royal blue, navy blue, teal green, forest green or purple). Colors like red, magenta, and orange can work well, as accents, but they are too “hot” for use over large areas of a display. Fluorescent colors, while eye-catching, do not carry the professional image you want to project. Most importantly, make sure the color combinations you select are visually appealing.

### ***Self-Critique***

One of the best ways to assess the effectiveness of your presentation is to assemble it at your office and critique it yourself as if you were a meeting attendee seeing the material for the first time. Introduce objectivity into this process by making a checklist of the essential characteristics of a good poster presentation. Then, rate your poster. If it doesn't meet the criteria of a good poster, continue to improve your presentation.

### ***Poster Information Desk***

A Poster Help Desk will be located in the Posters area to assist you on-site. The Poster Help Desk will store your tubes or shipping material, provide pushpins, Velcro, and handout bins. They can also provide you with general information about the meeting.

If you have any questions about a poster presentation, please contact:

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