PROFESSIONAL POSTER PRESENTATION GUIDELINES

POSTER PRESENTATION SCHEDULE

Located in the Ballroom Foyer

Monday, March 10, 2025
Poster Set-Up 8:00 AM – 12:00 PM

Tuesday, March 11, 2025
Student & Professional Poster Presentations & Networking 10:10 AM – 10:55 AM

Wednesday, March 12, 2025
Student Poster Presentations & Networking 11:25 AM – 12:05 PM
Professional Poster Presentations & Networking 3:55 PM – 4:35 PM
Poster Breakdown 4:40 PM – 7:30 PM

All posters not collected from the foyer by 7:30 PM on Wednesday will be discarded

PLEASE NOTE: Presenters are encouraged to be present throughout the conference but must be present during the scheduled poster presentations times listed above.

GENERAL INFORMATION

Your poster should be self-explanatory. Poster presenters are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but this becomes difficult if you are obliged to devote your time to explaining your poster. Projection equipment, videotape recorders or any other audiovisual equipment will **NOT** be available in the poster session area.

POSTER PARAMETERS and SET UP of MATERIALS

- Presenters will have **one half of a 4' by 8'** poster board to display their poster. Your poster should be printed **44" x 44" to fit within the allotted area**.
- Prepare a label for the top of your poster indicating the title, authors, and affiliations. Lettering should be at least one inch (1") high. Visibility of the title is important and will help catch the attendee's attention.
- It is best to arrange written materials in columns. Text should supplement graphics – the poster is primarily a visual, rather than a written, presentation. It is helpful to use arrows to

indicate the direction in which you intend the poster information to be viewed by the observer.

- An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
- No materials should extend beyond the perimeters of the board (above, below or on the sides).
- Use the board assigned to you and do not move the established location of your poster board. You will receive your poster board assignment when you register on-site at the meeting. Also, you will be able to find the assigned board number of each poster in the conference brochure.
- If there have been any developments or changes to your originally submitted abstract, within the text or in the title or the addition of a member of the research team on your poster presentation, NACNS strongly recommends that copies of a revised abstract be made available to NACNS at info@nacns.org **and** provide copies of the abstract at your poster for attendees wishing to take an updated copy.

Illustrations

Bear in mind that illustrations will be viewed from a distance of 2' or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold font. (Omit "Fig." Or "Figure" – it is unnecessary and occupies too much space.) Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides and more heavily drawn. Keep everything as clear as possible.

Mounting and Removing Materials

- You will be provided with a poster board on which to display your materials.
- Your materials should be on thin poster paper or laminated paper – nothing heavier will stay in position. You will be provided with pushpins or thumbtacks.

Poster Board Assembly Rules and Regulations

Please read this section, it is very important!

- Do not write or paint on the poster boards, or use double-faced tape, Velcro or any other adhesive type product to mount your poster presentation. The poster boards are NOT the property of NACNS.
- Do not leave anything on the floor near or under the poster board once it is set up. This is a safety hazard, and any losses are not the responsibility of NACNS.
- It is required that you or a designated representative be available at your poster to answer any questions about your scheduled author-attended poster session.
    - Follow the established schedule for set-up and tear down times. Any losses incurred by late teardown are the sole responsibility of the poster presenter.

Poster PDF File Uploads

- Your presentation needs to be uploaded to the NACNS Google Drive **by January 29, 2025.**

Please upload your Poster PDF Files in the "Professional Posters" folder.

CLICK HERE TO UPLOAD.

- Please name your files using the following naming conventions:
  - Poster PDF: Poster Title_Author
- Repeat this process for any remaining files you need to share.

REGISTRATION

All presenters are required to register for this event and to pay their own registration fee. If you have not done so already, please register here. Please note that **Early Bird rate ends February 9, 2025.**

HOTEL INFORMATION

ADDRESS

Boston Marriott Copley Place
110 Huntington Avenue
Boston, Massachusetts 02116

ROOM BLOCK

We have set aside a limited number of guest rooms at the host hotel.

- The rate is $299 USD / night
- Check-in time: 4:00pm
- Check-out time: 12:00pm

Please note that wireless internet and parking is **not** included in the guest room rate.
Valet Parking: $69.00 per car, per night
Marriott Rewards Members receive free internet during their stay Join Today

Book your hotel here! ***The room block ends February 14, 2025.***

Poster Presenters must book their own airfare and transportation. For more information on Boston or travel & transportation, please see here.

IN CASE OF EMERGENCY

If your flight is delayed and it impacts your scheduled presentation time, we will work with you to reschedule your presentation if possible. Please contact meetings@nacns.org in case of an emergency, flight delay or other issue.

If you have any questions, please do not hesitate to reach out. We appreciate your cooperation and look forward to your presentation at this year's Annual Conference.