

PHYSOR-2004 POSTER SESSION INSTRUCTIONS

The Poster Session for PHYSOR-2004 will be held on Tuesday evening, April 27, during the banquet reception. The posters will be on display in the Crystal Ballroom Foyer from 5:00 to 7:00 PM. During the Poster Session all papers will be discussed simultaneously. Your display must be attended at all times during the session by you or a co-author.

Because a poster session may be new to you, you are urged to study these guidelines carefully and to prepare your presentation and materials to take maximum advantage of potential benefits of poster sessions. In particular, please note that poster sessions differ in these important ways from traditional sessions:

- *Visual materials must be limited to those that can be displayed on a foam display board and read at a distance of a few feet.*
- Papers should be discussed, rather than simply read.
- Poster displays frequently require more planning and preparation and can have more complex figures.

THE CONFERENCE WILL FURNISH THE FOLLOWING

- One 40 inches (102 cm) High x 30 inches (76 cm) Wide foam display board
- Mounting tape
- An easel

PRESENTERS SHOULD PREPARE THEIR POSTER AS FOLLOWS

- The title of the paper and all authors' names should be prominently displayed.
- Diagrams, charts, figures, photos, and drawings should be sized and lettered so they are legible and readable at a distance of a few feet. They should also be simple, colorful, well-labeled, and neatly done.
- All Figures and Tables should be titled. The format and numbering sequence are left to the discretion of the presenter.
- Suggested sizes include: minimum graph size 10 inches, section heading letters 3/4 inches high (68 point), and text and Figure & Table title lettering no less than 3/8 inches high (36 point).
- We recommend that you use a Times New Roman font.
- Do not paste-up typed pages from a paper.
- Posters should be understandable – even in the absence of the author(s).

SETUP INSTRUCTIONS

- Speakers will be allowed access to the Crystal Ballroom Foyer beginning at 3:00 PM to set up for the session.
- Mount your display material(s) on the foam board provided in an attractive, logical way; tape will be provided.
- Material that is not pertinent to the subject of your paper should not be exhibited.

PRESENTATION

- Your presentation must be attended throughout the entire session by at least one speaker.
- Materials must remain posted for the duration of the session.
- Remember that this is an informal discussion. The discussion may begin with a question from an interested person. You may initiate a discussion by pointing out the particular figure that depicts the essential conclusion of your paper and allow questions and answers to flow from that point. Keep it conversational; do not lecture.

TEARDOWN INSTRUCTIONS

- Posters may remain on display throughout the banquet, although neither PHYSOR-2004 nor the Hyatt Regency will be responsible for material left on display during this time. Immediately after the banquet, presenters are responsible for removing materials from their display board. *Posters remaining after this time will be discarded.*