

## **MEET THE FACULTY CANDIDATE POSTER SESSION GUIDELINES**

### **Poster Size**

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1. All posters should be flat when unrolled and be able to completely fit within and be affixed to a **4 ft TALL by x 8 ft WIDE** cork board.
2. Posters may be taped or tacked to the board. Push pins will be available during poster session set up. Any other means of fixation must be supplied by the author.

### **Poster Materials**

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1. Poster session materials can be one or more of the following:
  - a. thin cardboard or regular paper of the text of the actual paper printed in large font
  - b. photos and graphics
  - c. thin cardboard or regular paper copies of a Power Point Presentation.
2. Overlapping papers or posters will not be accepted. Any poster larger than the allotted **4 ft TALL by x 8 ft WIDE** in an overlapping situation will be removed.
3. No three dimensional items which cannot be attached by means of tape or push pins will be allowed. Due to space restrictions, no tables will be provided. The cork boards are attached to their own stands.
4. It is highly recommended that you bring multiple copies of your abstract submission and CV to provide to interested parties. Attendees will receive a list of presenters however the submissions will be available on-line in advance and for a short period after the Annual Meeting.

### **Poster Session Hours & Location**

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1. Posters will be located designated by a sign on the poster board. Poster locations are determined by alphabetical order. **Please display your poster only in the designated location.**
2. Posters will be presented Wednesday, October 6 from 3:00pm to 5:00pm.
3. All posters will be in Hall 4 on the first level of the Convention Center.
4. All posters must be set up between 1:00pm and 5:00pm prior to the start of the Meet the Faculty Candidate Session.
5. All posters must be removed by 5:30pm. If author does not remove the poster by this specific time, BMES will remove the poster and does not accept any responsibility for the poster.