



AMERICAN ASSOCIATION FOR LABORATORY ANIMAL SCIENCE

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TO: 2012 Poster Session Participant

FM: Jodi A. Carlson Scholz, DVM, 2012 Poster Session Chair
Betty R. Cartwright, AALAS Director Meetings and Financial Services

RE: Poster Session Information/Instructions

Congratulations on having your abstract accepted for the poster session at the 2012 AALAS National Meeting. The 2012 Program Committee greatly appreciates your participation and willingness to share your knowledge.

The poster session is contingent on the quality of posters. As evidenced by the acceptance of your abstract, I am confident that you have interesting and relevant information to display. However, for your poster to be effective, it is critical that the information is conveyed in a clear, concise, and organized manner. Quality photographs, diagrams, and illustrations are crucial elements to a successful poster. Poor quality posters clearly distract the observer from the substance of the material presented, whereas high quality posters attract observers.

The Awards Committee will be judging the posters on Tuesday and Wednesday. They will present awards for the "Three Best Posters" in each of the AALAS Poster Sections. 1st, 2nd and 3rd place ribbons will be placed on the winning posters and each of the winning poster presenters will be recognized on Wednesday at 3:30pm during the Poster Reception. Each will receive a certificate and honorarium. (\$300 for 1st place, \$200 for 2nd place and \$100 for 3rd place)

For posters evaluating commercial products, it is acceptable to state the evaluation and conclusion of the study. However, advertisements for or soliciting sales of a product through a poster presentation is not acceptable (AALAS policy). Any posters intended for commercial advertising will be taken down.

We will have the annual Poster Reception on Wednesday, November 7, 3-5pm. The reception will be located in the poster area inside the Exhibit Hall. In addition to the primary presenter, all posters authors attending the AALAS National Meeting are invited to attend the reception.

I have enclosed additional information to assist you in preparing your poster. These materials include:

1. Instructions for poster authors
2. General Design Guidelines
3. Technical guidelines
4. List of AALAS Provisions and Author Provisions

Please read the information carefully. Although these are guidelines, the program committee feels conformity to them will enhance the poster session overall.

Thank you in advance for your cooperation and efforts in contributing to this important segment of the scientific program. I look forward to meeting you in. Do not hesitate to contact me should you have questions at (203) 785-2703 or email jodi.carson@yale.edu.

2012 National AALAS Meeting

Instructions for Poster Authors

1. This year the posters will be presented inside the Exhibit Hall of the Minneapolis Convention Center.

2. Poster Session Schedule:

	<u>Set Up</u>	<u>Presenters' Attendance</u>	<u>Take-Down</u>
Monday November 5, 2012	2:00-5:00 pm		
Tuesday November 6, 2012	7:30-8:30 am		
Tuesday November 7, 2012		3:00 pm – 5:00 pm	
Thursday November 8, 2012			1:00 pm – 5:00 pm

3. Set-Up

The key to a smooth set-up is to be prepared. All poster material should be completed before coming to Minneapolis. Transport of poster materials may be made easier if you use an inexpensive carrying case, available at most art supply stores. Although a limited amount of emergency supplies will be available for setting up, please do not depend on them. The poster boards will have a "mouse-gray" colored fabric surface. Velcro tabs work very well on this type of poster board. Please recall that Velcro has two sides; affix the "hook" sides of Velcro tabs to the poster (the loop sides of the Velcro tabs will not be used) and hang the poster by pressing these hook sides directly onto the fabric of the poster board. Please also note that tack mounting, or other adhesives are not sufficient for this surface. Remember to allow space (about 3" x 5") in the upper right hand corners for the poster number. The usable space for each poster board measures 7'10" x 3'10" (2.35m x 1.15m) which includes a tray for handouts. Please plan your display accordingly. It is not necessary to use of the whole board and posters that attempt to do so have on occasion required trimming or have hung below the board due to unanticipated borders that can be added by some poster printers. Common and very readable poster sizes are 56" wide by 42" high or 48" wide by 38" high. Make sure your poster tube is of adequate size to carry the poster size you choose. Avoid posters that have a longer height than width (a common style used at many European meetings).

4. Presenter Attendance

The presenting author of each poster is required to be present in the Poster Session at the following scheduled times to discuss the poster material with interested individuals:

3-5pm on Wednesday, November 7 (this is during the Poster Reception when all authors are invited to attend the reception)

Consider having a short (5-10 minute) presentation of your poster prepared to facilitate discussion with as many attendees as possible. If your poster draws heavy attention, please try not to get monopolized by any one person.

PLEASE DO NOT FORGET TO ATTEND YOUR POSTER AT THIS TIME!!

5. **Take-down**

Prompt take down of the posters on Thursday afternoon will be appreciated. **AALAS is not responsible for the return of any unclaimed posters.**

Please do not remove your poster before 1pm on Thursday. Premature takedown of poster will limit the opportunity for meeting participants to view the material and detract from this portion of the program.

THE PROGRAM COMMITTEE OR AALAS CANNOT BE RESPONSIBLE FOR ANY MATERIAL LEFT IN THE POSTER SESSION AREA AFTER THE SCHEDULED TAKEDOWN PERIODS.

6. **Handouts**

Please provide 250 copies of a single sheet handout containing pertinent information from your poster for observers. Two-sided printing is encouraged. Handouts should be clearly marked with your poster number, title and authors of the presentation. Trays attached to the poster board will be provided to hold these handouts. AALAS staff will not be able to make copies. If you wish, provide your email address or a URL where people can contact you. Be aware that a large number of people may try to contact you.

7. **Message Board**

A message board will be provided in the poster session area for anyone wishing to contact the poster presenter for additional information. Please check this board (and your poster!) periodically during the convention.

8. **Questions, Problems, Exceptions, etc.**

If the responsible presenter/author anticipates any problem with the above scheduling or has questions about the above details, please inform me as far in advance as possible.

9. **Summary Points**

- a. Arrive prepared.
- b. Know the schedules for the poster session.
- c. Be absolutely clear as to how the presenter responsibilities will be met.
- d. Enjoy yourself!

Technical Guidelines for Poster Preparation

1. Lettering for the poster title should be at least **1 1/2" high**. List the names of the authors under the title lettering. The institutions represented by the authors should be included.
2. Lettering for minor titles should be about **1" high**.
3. Lettering for the text should be a **minimum of 3/8" high (~36 point) double-spaced and with 1" margins**. Do not use standard size type if at all possible.
4. A suggested size for charts, drawings, and illustrations is 11" by 14". Photographs preferably should be at least 8" x 10" if significant detail is to be seen by the reader.
5. Figure legends are essential and should be short and informative.
6. A matte finish on photograph will reduce glare and result in better visibility.

What AALAS will provide

1. A 4' x 8' fabric covered mounting surface with your poster number affixed to it in the upper right hand corner and a tray for handouts in the lower left corner.
2. A limited supply of stapling materials, one or more kinds of adhesive tape, a limited quantity of Velcro and/or tacks and simple hand tools will be available. This equipment is primarily for emergencies.
3. A message board.
4. A tray to hold handouts.

What you must provide

1. A complete poster presentation. All materials must be completed before your arrival.
2. Two Hundred and fifty (250) copies of a single-sheet handout containing pertinent information from you poster. Two-sided printing is encouraged. Handouts should be clearly marked with your poster number, title and authors of the presentation.
3. Your own Velcro mounting materials. It is best to be prepared and bring the necessary materials to mount your own poster. If you have special needs for some reason, please contact Dr. Valerie Hamlin in advance.
4. Allowance for a space on the top right hand side of your poster for an abstract number (allow 3"x5") and the bottom left hand side of your poster for the handout tray.