



2022 GUIDELINES FOR POSTERS *(Presenting at the Duke Energy Convention Center)*

As a poster presenter, you must complete the following steps:

- 1. We are meeting Live in Cincinnati, OH at the Duke Energy Convention Center**
- 2. Upload presentations by Monday, September 19.**
- 3. Registration required by August 31**
- 4. Detailed guidelines, below (In order: register, preparation, print, upload, confirmation)**
- 5. Please regularly watch for email and website updates. It is highly unlikely that the meeting status will change.**

1. Register & Book Hotel: If you have not done so already, Register by August 31

- All presenting authors must register
 - Member priority for reserved sessions ends August 31
 - Member early registration rates ends August 31
- All CNS members presenting must a) be current in membership dues, and b) register for the meeting. CNS members with an outstanding dues balance will not be offered discounted membership rates when registering on-line.*

To Register click: <https://www.badgeguys.com/reg/2022/cns/register.aspx>

UPON COMPLETION OF ONLINE REGISTRATION, A CONFIRMATION WILL BE EMAILED TO YOU PROVIDING A LINK TO MAKE YOUR HOTEL RESERVATION.

Any questions or concerns regarding your registration/housing please contact: registration@childneurologysociety.org or 952.858.8406

2. Preparing & Shipping Poster

All authors are responsible for preparing and transporting your poster(s) independently and allow extra time if shipping to yourself at your hotel.

Poster Set Up/Tear Down

- **POSTERS will be located in: Exhibit Hall A**
- **Poster boards are 4'(vertical) x 8' (horizontal).**

- All authors are required to check their poster in to the meeting registration desk either Tuesday, October 11 from 2:00 pm-6:00 pm or Wednesday, October 12 from 7:00 am-7:00 pm. Posters will be mounted by meeting staff.
- Posters will be taken down for you. Please pick up your poster at the registration desk no later than Friday, October 14 from 7:00 am – 4:00 pm.
- *Note:* The CNS assumes no responsibility for posters not picked up by 4:00 pm Friday, October 14.

Guidelines & Display Tips

- Poster boards are **4'(vertical) x 8' (horizontal)**
- Poster should be self-explanatory, freeing author to supplement & discuss particular points raised in inquiry
- **Title Banner:** A title banner should be prepared measuring no more than 1.2 m (4 feet) in length, presenting the following information:
 1. **Abstract #** Title of Paper Author(s) Address/Affiliation
 2. **Letter size:** The title banner should be a minimum of 25 mm (2 inch) in height
- **Type Size:** Lettering should be a minimum of 1 cm (0.4") high. Please print; do not use cursive.
- **Line Weight:** Graphs and figures should be drawn with a 1 mm minimum width.
- **Each figure or table should have a heading of 1 or 2 lines in large type stating the "take-home" message.** Detailed information should be provided below in a legend using smaller type. Figure legends should not resemble those in a journal article. Since there is often no text accompanying the poster, the legend should contain commentary that would normally appear in the body of the manuscript, describing the content of the figure and the conclusions derived therefrom. Details of methodology should be brief and placed at the end of the legend.
- Printed handouts are not required, but are often welcomed by attendees
- **HIPAA Guidelines:** All authors are responsible for complying with all HIPAA Guidelines

3.Preparing & Uploading PDF of Poster: (Deadline September 19): All poster presenters must upload PDF of your Poster.

Guidelines for Creating the PDF of your Poster (e-Poster)

- **The accepted format for e-Posters are .PDF format.**
- **The PDF of your poster must be one slide.**
- Sections to be included in your abstract: (E.g. 1- Title and Authors, 2- Introduction, 3- Methods, Results, Conclusions, etc.)
- Ideal poster size is: **Landscape format** (16:9 ratio). You may use PowerPoint or any program that can be converted to PDF.
 - Slide size: 10 in x 5.625 in (25.4 cm x 14.288 cm)

- **The e-poster may not include dynamic content ex. (video, animations, transition)**
- **HIPAA Guidelines:** All authors are responsible for complying with all HIPAA Guidelines

Save PDF as: Poster#_Primary Author First Name_Last Name

Example: Poster#1_Emily_McConnell

Recommendations for designing the PDF of your poster:

- It is strongly recommended to use a clear typeface (Arial, Arial black, Calibri...) and regular text size not less than 28 for the body of the different sections
- **The PDF of your poster must be one slide.**
- For images/pictures or graphs, the suggested resolution is 300 dpi. To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures and graphs. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- Provide clear labels or headings for each section of your presentation to avoid confusion.
- On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan etc).

Try to avoid:

- Having a total file size that exceeds 10 MB (although our system will still accept it).
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Stretching the images manually, they will lose quality once zoomed in.
- Full width sections. They are very difficult to read when divided as a section, even zoomed in.

Instructions for Uploading the PDF of your Poster:

<https://www.childneurologysociety.org/colleagues/network/cns-annual-meeting/>

4. Poster Presentation for Showsite (Duke Energy Convention Center, Cincinnati, OH)

Authors are **required** to stand by their posters a minimum of 45 minutes for your assigned presentation time below:

PRESENTATION SCHEDULE:

- **Thursday, October 13: 12:30 pm – 2:00 pm** (*Lunch*)
- **Thursday, October 13: 5:30 pm – 7:00 pm** (*Wine & Cheese*)