



## 2023 GUIDELINES FOR POSTERS (Presenting at the Vancouver Convention Centre)

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

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

- We are meeting in Vancouver, BC Canada at the Vancouver Convention Centre
- All presenting authors must register
- Discounted early registration rates end **July 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 the membership rates when registering online. Membership will be activated the Monday following payment of 2023 dues.

To Register click: <https://www.badgeguys.com/reg/2023/cns/register.aspx>

**Upon completion of online registration, confirmation will be emailed to you providing a link to make your hotel reservation.**

Any questions or concerns please contact: [registration@childneurologysociety.org](mailto: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:

- Poster will be located in: Exhibit Hall B1-A
- Poster boards are 4' (vertical) x 8' (horizontal).
- All authors are required to drop off their poster at the **Poster Drop-Off/Pick-Up Booth** either Tuesday, October 3 from 2:00 pm - 6:00 pm or Wednesday, October 4 from 8:00 am - 2:00 pm. Your posters will be mounted for you by meeting staff. The **Poster Drop-Off /Pick-Up Booth** will be located at the Vancouver Convention Centre, in close proximity to the CNS Registration Desks.
- Poster will be taken down for you. Please pick up your poster board at the Poster Drop-Off/Pick-Up booth **no later than Friday, October 6 from 7:00 am - 4:00 pm.**

*Note: The CNS assumes no responsibility for posters not picked up by 4:00 pm on Friday, October 6.*

### **Guidelines & Display Tips:**

- The posterboard itself is 94” wide x 48” high with a 1.5” frame around all 4 sides
- The inside fabric (usable space) measurements are 91” wide x 45” high
- 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. Poster Presentation for Show Site (Vancouver Convention Centre, Vancouver, BC Canada)**

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

#### **PRESENTATION SCHEDULE:**

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

If you have any questions email [nationaloffice@childneurologysociety.org](mailto:nationaloffice@childneurologysociety.org)