

INSTRUCTIONS FOR POSTER PRESENTERS

Please save this important email. Deadline for editing your abstract is
December 2, 2011

General Information

There are two posters areas on the exposition floor – Red Area, Aisles 1300-1500 OR Blue Area, Aisles 3300-3500. Please check and make sure that you are in the correct area. You cannot get onto the exposition floor until 9:00 AM and must have a registration badge. All posters should be mounted by 9:30 AM and remain on display until 4:30 (Thursday posters must remain on display until 1:30 PM). Take down of your poster must be within one half hour after the session ends.

	Monday - Wednesday		Thursday
	Morning Session	Afternoon Session	Morning Session
Set-Up Time	9:30 AM	9:30 AM	9:30 AM
Author Present	10:00 – 12:00 PM	1:00 – 3:00 PM	11:30 – 1:30 PM
Take-Down Time	4:30 – 5:00 PM	4:30 – 5:00 PM	2:30 – 3:00 PM

If you need to withdraw your poster, email program@pittcon.org. Failure to notify us will result in your name being added to a list of “no show” authors. These authors are banned from presenting a poster or paper at the Pittsburgh Conference for 2 years. Only the presenting author can make the withdrawal request.

You must be at your poster for the designated times – if your poster is on display and you are not present to represent it, the poster will be removed and you will be noted as a “no show” author and will be banned from presenting at Pittcon for 2 years. We must also be notified if there is an author change – program@pittcon.org. The presenting author is the only person that can make requests for author changes or withdrawals.

Poster set-up instructions are located on our website under Technical Program, Author Instructions

The Pittsburgh Conference provides **no financial support** to authors of poster papers. Pre-registration and housing forms are included in the Preliminary Program and on our website, www.pittcon.org. It is recommended that you complete and return these forms as soon as possible.

Instructions For Editing Your Abstract

Your abstract will be published on the Pittcon 2012 CD-ROM and appear on our website in the exact form present in the database as of 12/2/2011. Upon entering your password, you will find your abstract. As of now, you may edit only the body of your abstract; all other fields are not available for changes. You may return to this site as often as you like to edit your abstract prior to the deadline of December 2, 2011. To ensure that your information is entered correctly, please follow all instructions carefully. You may use a maximum of 2500 characters, including spaces, in your abstract text. Do not insert the title or author information in the body of the text.

When editing your abstract, keep in mind that special characters (such as Greek letters and symbols) and formatting (such as subscripts, superscripts, or bold) will not transfer correctly as entered in your processor. You will have to replace special characters (including denoting super- and subscripts) by using the special character field. When you have completed your abstract, it is recommended that you view and print the final “proofing screen” for your records.

You may add one figure in the form of an image, a graph, or a table to your abstract. The file format you submit should be sized and be in print-ready format. The figure must be saved in the size of 3 inches width and 2 inches height. Any figures not saved to these specifications will be “cut off” in the printed abstract. Include the caption as a part of your figure. The text in your figure should be large enough so that it is readable when sized to 3 inches width and 2 inches height. If an image is complex and difficult to read at full size, it will be illegible when printed from the CD or website. **Figures can only be submitted as eps, tiff, or jpg format.**

For questions, email: program@pittcon.org