

82nd Annual Meeting of the ATA

Scientific Meeting: Wednesday through Sunday, September 19-23, 2012



AMERICAN
THYROID
ASSOCIATION
FOUNDED 1923

Instructions for Presenters

Oral Presentations – Clinical and Basic

Each oral presentation is designated a time and day for presentation in the acceptance e-mail. The audience includes clinicians in private practice, as well as clinical and basic science investigators. You have 10 minutes to present your study, followed by a 3-4 minute discussion. In your introduction, summarize recent findings relevant to the work that you are presenting. Format your slides to allow viewers to read them from the back of the room.

Ensure you include an introductory slide with the title of your presentation, a disclosure slide listing any conflicts of interest, and list references fully on slides (e.g., Smith B., et al. Thyroid 2008, 38:122). Give your power point to the audio visual technician at least 30-60 minutes before the session begins. Please review the ATA document, *Guidelines for Presenting at ATA Meetings*, in detail for additional presenter instructions and slide requirements.

Poster Session Agreement & Guidelines

You must be at your poster at the times listed below on your assigned day. This is a commitment you make when submitting your abstract for review.

Each poster presentation receives a day for presentation in the acceptance e-mail. By submitting your abstract for review, you have agreed to be present at your poster during every designated poster session assigned by the Program Committee. Your presence at your poster to discuss your work with attendees is essential for the scientific integrity of the meeting. See the designated times below.

Poster Specifications

The poster board is a horizontal format about 3'6"-3'9" high x 7'5"-7'9" wide, not counting the frame. Prepare your poster materials before you come to the meeting. For the top of your poster, make a sign that includes your abstract's assigned program number, title, and authors. Viewers must be able to read your text and illustrations from distances of at least 3–5 feet. Make the letters on your title sign at least 1" high. Use letters at least ½" high for all the rest of your poster materials; do not use solid capital letters. List any references fully on posters to allow viewers to research reference easily if desired (e.g., Smith B., et al. Thyroid 2008, 38:122).

Poster Presentations

Include a short "Introduction" and a "Summary of Conclusions." Keep tables, graphs, and illustrations simple. Make letters and lines heavier than you would for slides. Use color sparingly to add emphasis. Use matte rather than glossy photographs, to prevent glare. Include brief figure legends. Post an enlarged copy of your abstract for use by visitors who study your poster when you are not there. Photocopy small versions of your data on a single sheet, to give to interested visitors. If you bring your poster materials in a large mailing tube, please label the outside with your name, program number and the name of the meeting.

Display Location

Set up your poster beginning at 8:00 AM in Hall 2000CD on the Second Level of the Quebec City Convention Center on your assigned day and remove your poster on the same day following the last Poster Review Break. The exhibit hall is open 9:00 AM am to 4:30 PM on Thursday and Friday; and from 9:00 AM – 2:00 PM on Saturday. **The ATA is NOT responsible for your posters.**

Poster Session Schedule: Thursday, September 20

10:00 AM – 11:00 AM Poster Review

3:10 PM – 3:40 PM Poster Review

Poster Session Schedule: Friday, September 21

10:15 AM – 11:15 AM Poster Review

3:45 PM – 4:15 PM Poster Review

Poster Session Schedule: September 22

10:30 AM – 11:30 AM Poster Review

2:00 PM Exhibit hall breakdown (remove all posters)

Note: Presenters are welcome, but NOT required to be stationed at posters over the designated lunch period each day. The exhibit hall will be open during lunch each day for meeting attendees to browse posters at their leisure.