



## 84<sup>TH</sup> ANNUAL MEETING OF THE AMERICAN THYROID ASSOCIATION

October 29 – November 2, 2014

Hotel Del Coronado, Coronado, CA  
[www.thyroid.org](http://www.thyroid.org)



AMERICAN THYROID ASSOCIATION  
FOUNDED 1923

### INSTRUCTIONS FOR ABSTRACT PRESENTERS

#### ORAL PRESENTATIONS – CLINICAL, BASIC, AND TRANSLATIONAL

Each oral abstract 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* 2013, 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 PRESENTATIONS - SESSION AGREEMENT AND GUIDELINES

**IMPORTANT NOTE: You must be at your poster at the required times listed below on your assigned day. This is a commitment you make when submitting your abstract for review. Please do not submit an abstract if you cannot meet this requirement.**

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 4' x 8' horizontal format (approximately 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. At the top of your poster include your abstract's title and list of 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* 2013, 38:122).

#### POSTER PRESENTATIONS FORMAT RECOMMENDATIONS

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 name of the meeting.

#### DISPLAY LOCATION

Set up your poster beginning at 8:00 AM in the Ballroom at the Hotel Del Coronado on your assigned day and remove your poster on the same day following the last Poster Review Break. The exhibit hall is open 10:00 AM to 4:30 PM on Thursday and Friday; and from 9:30 AM – 1:30 PM on Saturday. **The ATA is NOT responsible for your posters.**

POSTER SESSION REVIEW SCHEDULE (Times subject to change.)			
	Thursday, October 30	Friday, October 31	Saturday, November 1
<b>Poster Review Required Times</b> (Poster presenters must be stationed at their posters during these times.)	10:00 AM – 11:00 AM 3:20 PM – 3:50 PM	10:15 AM – 11:15 AM 3:50 PM – 4:20 PM	10:30 AM – 11:30 AM
<b>Lunch/ Review on Own Times</b> (Presenters are welcome, but are not required to be at their posters over the designated lunch period each day. The exhibit hall will be open during lunch for attendees to browse posters at their leisure.)	12:00 PM – 12:55 PM	12:30 PM – 1:25 PM	12:30 PM – 1:25 PM  1:30 PM (Hall closes & breakdowns –all posters must be removed)