ECCE Poster Session Instructions

Thank you so much for presenting your paper at ECCE. Please review and follow all the guidelines provided below. **If there are any company approvals required, please allow time for that process.** If you have additional questions or concerns please email carlie.shaw@rna-associates.com. .

Poster Guidelines:

Poster Size:

- **Poster may not exceed 4 feet wide by 3 feet high**. The format of the poster bulletin is

  landscape. (Width is greater than height)

FIGURES AND TABLES: Figures and tables, and their captions must be legible to the poster viewer. In general, please use 14-point font or larger.

FORMAT: Use the following format as a guide for your poster:

Required in poster: TITLE, AUTHORS, ABSTRACT, REFERENCES.

Suggested in poster: INTRODUCTION, METHODS and/or AIMS, RESULTS/DISCUSSION, CONCLUSIONS.

TITLE: Include the full title, centered at the top of the poster.

AUTHORS: List of all authors and their affiliations placed just under the TITLE. Use full names of authors.

List authors in order, with principal author first. Include affiliation and email address for each author.

ABSTRACT: List your assigned Abstract Number first. Then provide a final summary of the presented work, including major results, conclusions, and how they were formulated.

HEADINGS: Label section headings and sub-headings clearly and consistently. Have sections that address background/context, proposed solution, results, and conclusion.

ACRONYMS, ABBREVIATIONS, AND SYMBOLS: Spell out acronyms, abbreviations, and symbols the first time they are used.

REFERENCES: Include a few key references on the poster. These can be a subset of the references included in the paper.

Presentation Length
Poster Session Presenters are given an hour and a forty minute time frame they will present. These sessions are very interactive and all poster presenters must remain near their poster for the duration of the session. You may step away to get coffee or food, but please return to your poster to answer any questions.

IMPORTANT: A single author cannot present more than two posters in the same poster session. Once the program is announced, please verify this, and notify us if the presenting author has 3 or more posters in the same session. If you have multiple posters to present, please email us to ensure your posters are placed adjacent to each other.

Printing Options near Music City Center
If you want to have your poster printed and ready for you when you arrive at the conference, there is a UPS printing location right in the Music City Center. To ensure there is ample time to print your poster, please send your poster document to this location 1 week in advance (as we cannot anticipate demand due to authors arranging this service on their own). The latest you should send your poster file is 2-3 days prior to your poster session. This location does have same day services, but cannot guarantee a same day turn-around.
UPS Store phone number for questions: (615) 401-1495
email to send poster file: store6425@theupsstore.com
Important **When emailing your poster file, put in the sizing (in inches = 48 in. x 36 in.) and include instructions (laminated or not laminated, color or black and white, person picking up - if different from yourself, etc.)