

## Statement of Understanding

### 1. Submission Process

- It is the primary author's responsibility to inform co-author(s) (if applicable) of any updates, scheduling, and required tasks to be completed.
- Submissions that are incomplete or not submitted in the requested format will **not** be considered.
- ENA reserves the right to edit ePoster titles to conform to the program format.
- Formal notification of selection will occur approximately 90 days after the submission deadline date.

### 2. Deadline Compliance

- If the primary author fails to comply with established deadlines, ENA reserves the right to rescind the poster presentation offer, and there will be no obligation on ENA to refund any fees or costs related to attending the conference.

### 3. Registration

- Authors who plan to present the ePoster are required to register for the conference and are responsible for all their expenses related to the conference (e.g., registration, airfare, and hotel).

### 4. Presentation

- Authors should have a working knowledge of PowerPoint. All presentations must be presented created in PowerPoint.
- All ePoster presentations are required to be uploaded to the Harvester system for ENA's review prior to the conference.
- Presentations must only include educational content; product or service promotion is not permitted on the ePoster or any handouts.
- Authors who are interested in promoting their products or services can exhibit in the exhibit hall; please visit the ENA [exhibitor page](#) for more information.
- Hospital logos may be displayed on the ePoster.

### 5. Audio Visual/Equipment

- Each ePoster Kiosk is equipped with a 60" monitor and an iPad/tabletop stand for viewing posters. No additional audio/visual equipment or furnishings (e.g., table, chair) will be provided.

### 6. Media

- By signing this agreement, you are consenting to be photographed, filmed and/or otherwise recorded and to any use, in any and all media.

### 7. Cancellations

- If you and any co-authors are unable to present your ePoster, please notify us **as soon as possible** by emailing [abstracts@ena.org](mailto:abstracts@ena.org). We ask that, if possible, you allow your poster to be made available during the conference in lieu of your absence.