



## **ABSTRACT SUBMISSION GUIDANCE and FAQ's**

Please have the following information ready for your abstract submission; each person named on the presentation will need to complete a profile:

1. Title of the presentation (20 or fewer words) (done by the primary submitter only, additional presenters will be added to the primary submission once it is complete)
2. Name of presenter, submitter, or non-presenting contributor
3. Professional title, service, rank, or civilian and professional credentials
4. Phone number
5. Email address
6. Role (presenter, submitter, or non-presenting contributor)
7. CV pdf copy to upload
8. Are you a student?
9. Are you an AMSUS Member?
10. Complete the online Disclosure Statement/conflict of interest
11. Complete the online Continuing Education agreement
12. Select the organization type that best applies to you
13. Provide 3-5 objectives (Following this presentation the participant will be able to... (fill in the blank))
14. Provide a summary paragraph of the presentation (350 or fewer words)

**Q.** Do all presenters have to register for the meeting and pay a registration fee?

**A.** Yes, every person named as a presenter or panel member for lectures and posters will be required to register for the meeting and pay the discounted fee based on presentation acceptance. A registration discount code will be provided with acceptance letters.

**Q.** What size poster can be presented?

**A.** Each accepted poster will be provided a 44.75"h x 91"w standing bulletin board and push pins. Printed posters DO NOT need to be the size of the presentation board! The space can be used for one large poster, multiple smaller posters, or charts and diagrams. A clear pocket sleeve is recommended for handouts. Please be respectful to fellow presenters and remain within your allotted area.

**Q.** Where will the posters be stationed?

**A.** Posters will be stationed throughout the Prince Georges Exhibit Hall on the lower level of the Gaylord Conference Center. NOTE= Up to 12 posters will be designated as CE/CME accredited

selections and will be located to the LEFT side of the exhibit hall. Following the review process, posters selected with this designation will receive notification.

**Q.** When will the posters be viewed?

**A.** Poster will be visible on Tuesday from 10:00 – 6:30, with the formal poster viewing 4:30 – 6:30 in conjunction with the Welcome Reception and exhibit hall viewing. Posters will also be viewed Wednesday from 10:00 to 12:00. Poster presenters are asked to be present on Tuesday 4:30 – 6:30 for the formal viewing.

**Q.** Do poster presenters need to register for the meeting to present?

**A.** Yes, all presenters need to register for the meeting to participate and present. Registration and Housing information can be viewed on the AMSUS Events page for the Annual Meeting

**Q.** How many posters will be accepted?

**A.** For the 2019 AMSUS Annual Meeting, 160 posters will be accepted.

**Q.** Will the posters and poster abstracts be published?

**A.** Accepted poster abstracts, and any image provided by the presenter to the submission site, will be visible online only at the AMSUS web site for one year.

If you have a question that has not been addressed here please contact

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