

**Pediatric Endocrine Society of Texas, Oklahoma, Louisiana and Arkansas
(PESTOLA)**

Annual Scientific Meeting

January 22-24, 2016

Fort Worth, Texas

Poster Author Information and Instructions

By following the instructions and guidelines below, your poster presentation will go smoothly. Please read all information carefully **BEFORE** coming to the meeting.

Poster Size and Layout

Each author will have a useable area measuring 4' wide x 6' high. This is a portrait/vertical format, landscape format is also acceptable. Poster materials may not extend outside the assigned space. Only Velcro may be used, no push pins.

Poster Size

Attendees may take photos of posters if the poster author agrees. Authors who do not want their posters to be photographed will have to indicate as such on their posters, using an image file supplied by ASHG. This image should be placed at the top right corner of the poster at a minimum size of 3" (7.62 cm) x 3" (7.62 cm).

Poster Presentation Rules and Guidelines

- As part of your presentation, PESTOLA requires a disclosure statement citing any conflict of interest by any of the authors.
- When presenting data and health information (including photos), all presenters must have informed consent compliant with human subjects and applicable HIPAA regulation.
- Authors must disclose on their poster whether the abstract has been previously published. If the abstract has been previously published, authors should indicate the date and publication.

- When preparing your poster, please check the poster size guidelines before printing (see above).
- All poster boards will be pre-numbered. Please be certain to mount your poster on the correct board.
- A very limited number of pushpins will be available at the meeting. You may choose to bring your own pushpins for mounting your poster.
- Do not leave personal materials or belongings under poster boards or in the poster area. PESTOLA is not responsible for any articles left in the poster area or elsewhere.

Poster Mounting, Presentation, and Removal

Authors are responsible for putting up and taking down their posters. Authors must be present at their boards for the duration of their scheduled presentation time. Posters should remain on the boards for the duration of the PESTOLA meeting.