



**Western Section American Urological Association
88th Annual Meeting • Big Island, Hawaii
Hilton Waikoloa Hotel • October 7-12, 2012**

MODERATED POSTER SESSION INSTRUCTIONS

I. GENERAL INFORMATION

A Poster Session is designed to permit the author of a technical paper to explain and illustrate concepts, techniques or research findings in a simple graphic manner that will promote understanding more readily than a "rapid fire" podium address. Groups gather at the various posters and rotate from one to the next, discussing their findings with authors in person. This permits a one-to-one exchange of ideas. Posters **ARE NOT** scientific exhibits.

POSTER REMOVAL: Please remove your poster board Sunday, October 7 after the last Poster Session, unless it is a winner. Overall winners will be determined by 4:30pm. Winning posters will remain up until Wed. 2pm. Left over posters will be discarded.

II. PRESENTATION PERIOD

Moderated Poster Sessions will be held on **Sunday, October 7 • Monarchy Ballroom, Hilton Waikoloa Hotel**. Set-up time starts at 6:30 AM. Your poster board number will correspond to the presentation number in the Program Book. Presenters must attend the duration of the Poster Session in which he/she is scheduled. Each presenter will also present his/her presentation from the podium with the **one** slide. Be sure to take any poster containers with you – do not leave under your poster.

III. SESSION FORMAT

- 1.) Audience viewing (20-30 minutes) of posters – presenters should be by their posters to answer questions.
- 2.) Followed by individual two minute presentations at podium to include **one** summation PowerPoint Slide.

IV. POSTER SIZE

Each **MODERATED** poster session presenter will have only use of the full poster board. Approximate size: 45 inches by 93 inches. See diagram below.

V. POSTER AWARDS

There will be three overall awards for all of the poster sessions and awards for best of each session. Overall awards are: James L. Goebel Grand Prize:\$500 award, Second Place Winner:\$300 award, Third Place Winner:\$200 award. The Best of Session Awards are: 1st, 2nd, & 3rd Place ribbon awards. The judges will consider posters to be prize winners based on the following: 1) Quality and work effort; 2) Originality and value of concepts presented; 3) Use of diagrams and pictures; 4) Minimum use of verbiage, 5) Overall visual presentation (minimum font size 12 point).

VI. IMPORTANT REQUIREMENTS

Once a poster presenter is accepted for the program, the presenter will be required to:

- 1) Submit **one** digital PowerPoint summary slide to accompany their presentation (one ONLY no exceptions – if you send more only the first slide will be used). This slide should follow the 6x6 rule including the paper title and a brief summary. **Your PowerPoint slide must be received by AUGUST 15, 2012.** Upload to **www.wsaua.org**. Be sure to use the Abstract# of your paper as the "Transfer Name" on the upload file utility.
- 2) All presenters must register in order to present.
- 3) Prepare and bring 100 copies on single sheet 8.5"x11" paper displaying supplemental data, conclusions, and/or a scaled down version of the poster. This will enable viewers to have an opportunity to have a take home message of each poster. There will be an attachment on your poster board for the handouts.

VII. DO's

1. Make the title of the presentation & authors at least 1 inch lettering at top of poster.
2. Use block lettering (at least 1/2" high) for other portions of poster for emphasis and easy reading.
3. Keep illustrative material simple in using charts, graphs, and pictures for viewing 3 to 5 feet away.
4. Use matte (silk) finish for photographs to diminish glare.
5. If bringing segments, number each piece and put in place sequentially.
6. Make captions brief and clear.
7. Make posters as self-explanatory as possible.

8. Provide descriptive handouts for attendees.

MODERATED POSTER SESSION INSTRUCTIONS CONT.

Some of the more inexpensive materials you may wish to use are:

1. Use Inkjet or Laser Printer
2. Colored paper in assorted colors (for borders, etc. to give emphasis).

Some color combinations which provide better contrast are:

1. Black on yellow/orange
2. Green on white
3. Red on white
4. White on black

VII. DONT'S

1. Do not mount abstracts on heavy board (this does not hang properly).
2. Do not be arty or overly ornate (this detracts from impact of your information).
3. Do not use projection equipment (no electricity is supplied).
4. Do not write or paint on tack board to be used as background for your posters.
5. Do not use sticky tape to mount poster material (this will damage the board).
6. Do not make posters elaborate or costly.
7. Do not consider posters as scientific exhibits (Poster Sessions consist of presentations).

VIII. EQUIPMENT SUPPLIED

The Western Section will supply only the following to the presenter during the Poster Session:

1. One 4' high by 8' long board mounted on a frame with poster number with usable space of 45" x 93".
2. Push pins or Velcro tape. (Please leave push pins on board at conclusion of session.)
3. Attachment for handouts.

ARRANGEMENT FOR EASY VIEWING IS ILLUSTRATED BELOW:

