



Western Section American Urological Association
84th Annual Meeting • Monterey, California
Portola Hotel • October 26- 30, 2008



GENERAL 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. Posters will remain displayed for the duration of the meeting. **All poster materials are your responsibility.**

II. PRESENTATION PERIOD

Poster Sessions will be held on Sunday, October 26, 2008 • Serra Grand Ballroom, Monterey Conference Center (attached to Portola Hotel).

Set-up Time: Starting at 6:30 AM

Session Times:

Poster Session I :	7:30 am - 9:30 am
Poster Session II:	9:30 am - 11:30 am
Poster Session III:	3:30 pm - 5:30 pm

Presentation: Posters will be presented in the sequence listed in the Program Book. Your poster board number will correspond to the number in the Program Book. Presenters must attend the duration of the Poster Session in which he/she is scheduled. Each presenter will present his/her presentation from the podium with the **one** slide.

Poster Dismount: **Dismount poster at 6:00 pm, Sunday, October 26, 2008, unless an award winner.** Please do not dismount your poster prior to 6pm, as it may be an award winner. Only award winning posters will remain up until Wednesday, October 29, 12:00 pm. (Posters display contents not removed after this time may be subject to damage or loss.)

II. SESSION FORMAT

- 1.) Audience viewing (20-30 minutes)
- 2.) Individual two minute presentations at podium include **one** summation PowerPoint Slide.

III. 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.

IV. JUDGING RULES

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).

V. 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. This slide should follow the 6x6 rule including the paper title and a brief summary. **This summary slide must be emailed to abstracts08@wsaua.org by September 3, 2008**, with the presenter's name and abstract number on the subject line of the email.
- 2) Prepare and bring 200 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.

VI. DO's

1. Do prepare a sign for the top of your poster board indicating the title of the presentation and its authors. The lettering for this sign should be at least 1" high.
2. Do use block lettering (at least 1/2" high) for other portions of poster for emphasis and easy reading.
3. Do use large type script if posting a copy of your abstract.
4. Do keep illustrative material simple in using charts, graphs, and pictures for viewing 3 to 5 feet away.

5. Do use matte (silk) finish for photographs to diminish glare.
6. Do number each piece and put in place sequentially.
7. Do make captions brief, labels few and both clear.
8. Do make posters as self-explanatory as possible.
9. Do provide descriptive handouts for attendees.

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.

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

1. Use Inkjet or Laser Printer
2. Felt tip markers and pens.
3. Construction paper in assorted colors (for borders, etc. to give emphasis).
4. Stencils.

Some color combinations which provide better contrast are:

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

A SUGGESTED ARRANGEMENT FOR EASY VIEWING IS ILLUSTRATED BELOW:

