



Poster Information – Academy of Neonatal Nursing Conferences

1. **I am the primary author, but my co-author will be attending the conference to present, is this acceptable?**

Yes, if the presenter was included in the submission information and listed as an author, they can present the poster. If your presenter was not originally included, you will need to edit your submission and upload a CV and a Conflict of Interest Form BEFORE the conference.

2. **I am presenting at one conference but want to attend a different one, is this okay?**

Yes, please let your Conference Coordinator know so they may provide the proper registration instructions. All of the posters are on display in the same area, regardless of the conference.

3. **I am not available to set up my poster in the assigned set up time, what are my options to set up my poster?**

Notify the Conference Coordinator and they will contact you to make special arrangements. A couple options would be to have a colleague bring your poster and put it on the display board. You can also *make arrangements* to have your poster shipped to the venue, and conference staff *may* be able to put your poster up. You would be responsible for shipping costs to and from the conference, and any handling fees from the venue.

4. **How do I ship and/or carry my poster to the conference?**

Most presenters hand carry their posters (in a packing tube) to the conference. This guarantees it won't get lost. We suggest that you have your poster printed on foldable fabric. It is much easier to transport. You can pack it in your luggage and it's much easier to carry than a paper poster in a tube and is reusable.

5. **Do I need to provide an electronic version of my poster?**

Yes, about a month before the conference you will be asked to provide a PDF version of your poster. This PDF will be uploaded to a Dropbox folder. You will be emailed detailed instructions by the Conference Coordinator. The PDF files are published in *Neonatal Network* as e-pages and included as a conference session in our CNE library.

6. **I have made changes to my abstract after I completed the submission, what should I do?**

The submission site is locked after the deadline. Please email your Conference Coordinator with the updated information and they will make any the changes in the submission portal. However, if there are significant changes in the abstract, it may need to be sent to one of our content reviewers to ensure that the abstract is still acceptable.

7. I have never been to an ANN conference before or presented an abstract, what happens? How do I know where to go?

After your poster is accepted for presentation, you will receive guidelines for poster presenters. In the guidelines are instructions for registration, where to check in, times to set up and take down your poster, and times you will be expected to be present at your poster.

8. Do I need to bring anything else besides my poster?

You may bring handouts if you wish (they are not mandatory) but everything else including hanging materials (push pins and tape) will be provided. If you have handouts, keep in mind, there are no tables or chairs in the poster area to put them, and you cannot put anything on the floor. You may either pass them out while you speak with attendees or affix them to the display board. A plastic envelope works well, you may need something stronger than push pins to attach the envelope to the display board.

9. I have two posters; will they be next to each other?

Yes. The Conference Coordinator will ensure that your posters are next to each other as long as you are listed as an author or co-author of both posters.

10. Can my poster be next to my colleague who is also presenting a poster?

Yes, please email your Conference Coordinator with this request, and we will do our best to accommodate you.

11. What material should my poster be made of?

There is no mandatory poster material if it can be hung easily. Many poster presenters bring a foldable fabric poster, the cloth is easier to transport.

12. Do you publish the abstracts?

Yes. The PDF files of your poster, along with the abstract are published after the conference in *Neonatal Network* as e-pages and included as a conference session in our CNE library.

13. I need an official invitation from ANN to attend this conference, where can I receive this?

Please email the Conference Coordinator and they should be able to provide an invitation for you. Please include any details that are necessary to include.

14. What size should my poster be?

The display boards are 4' tall by 8' wide. Please be sure your poster is NO larger than this. Most scientific posters are smaller. We recommend posters be 3' tall by 6-7' wide. Be sure there is not too much text on your poster that it is difficult to read from a distance of 2'-3'. When the poster hall is busy, at times it can be difficult to get closer to read the poster and you want to be sure your hard work and research results are shared!

15. I am arriving late to the conference and cannot set up my poster, even on the backup times offered, what do I do?

Contact Conference Coordinator and we will do our best to make special arrangements for you.

16. When do I need to be present at my poster?

After your poster has been accepted, the Conference Coordinator will provide you with specific times you'll need to be present at your poster to dialogue with attendees and answer questions. You'll receive this information a month or two before the conference in an email.

17. I registered before my abstract was accepted, how can I get the presenter discount?

Please email our registration department (charlene@ajj.com) or call 856-256-2352 and identify yourself as a poster presenter and provide your contact information and they will refund your poster presenter discount. Please allow two weeks for the refund to your account.

confirmation.

18. Can I add presenters/authors to my abstract who were not originally listed on the abstract I submitted?

Yes, if the submission period is still open, you can log in to your submission and add additional authors. If the submission period is closed, you will need to contact the Conference Coordinator.

19. I want to change the primary contact on my abstract to a different colleague, what do I do? If the submission period is still open, you can log in to your submission and change the role of the authors. Once the abstract submission site closes, your abstract will be locked. In order to change any details please contact the Conference Coordinator with this information