2023 ACVP/ASVCP Annual Meeting Scientific Poster Presenter Guidelines

Poster Presentation
Posters will be displayed on two-sided bulletin boards in the exhibit hall, on the day specified by poster category:

Saturday, October 28: Veterinary Students
  Set-up: 7-7:30pm Poster set-up
  Authors attend: 7:30-9pm
  Take down: 9-9:15pm

Sunday, October 29: Clinical Pathology and Diagnostic
  Set up: 6:30-7am
  Poster viewing: 7-8am and 12-1:30pm
  Author attends: 9:45-10:15am and 3-3:30pm
  Take down: 3:30-3:45pm

Monday, October 30: Education, Experimental Pathology, Industrial and Toxicologic Pathology, and Natural Disease
  Set up: 6:30-7am
  Poster viewing: 7-8am and 12-1:30pm
  Author attends: 9:45-10:15am and 3-3:30pm
  Take down: 3:30-3:45pm

Tuesday, October 31: Late Breaking
  Set up: 6:30-7am
  Poster viewing: 7-8am and 12-1:30pm
  Author attends: 9:45-10:15am and 3-3:30pm
  Take down: 3:30-3:45pm

*If a presenter is unable to take down their poster at the scheduled time, they can ask another attend to retrieve it for them. Any posters that remain after the scheduled take down time will be removed and disposed.
*Winning posters will be on display throughout the meeting and should be posted as soon as possible upon arrival and left up through Tuesday afternoon.

Poster set up
At the appointed time, locate the board with the number matching your assigned poster number. Posters should be printed on thin poster paper or cardboard; nothing heavier than can be supported by thumbtacks. Materials to fasten your poster board will be provided. If a presenter is unable to put up their poster by 7am (on Sunday, Monday, or Tuesday) on their scheduled day, they may post between 9:30 and 9:45am.
Presenter-attended poster times
While the information on your poster should be self-explanatory, all presenters are required to be next to their poster during presenter-attended poster times in the Exhibit Hall to interact with attendees and answer questions.

Poster take down
Presenters are asked to return to the Exhibit Hall to retrieve their posters at the end of each section’s presentation day, at the scheduled times. If a presenter is unable to take down their poster at the scheduled time, they can ask another attend to retrieve it for them. **Poster not removed during takedown will be discarded.**

Poster Format
- The bulletin surface area for your poster is 4’ high and 8’ wide. Please ensure that your poster does not exceed these dimensions.
- Posters must include abstract **title** and **author names and institutional affiliations** as submitted.
- **Abstract:** Clearly state the purpose, what you did, and what you found. Write it to entice the audience to visit your poster. Avoid abbreviations and jargon. End with a statement of major conclusion(s) from the study. It is not sufficient to state that the results will be presented.
- **Introduction:** Include only the minimal background information necessary to understand the project. If the poster describes an experiment, state a clear hypothesis. Hypotheses and/or objectives can be arranged as a list.
- **Materials and Methods:** Be simple and to the point. This section should be much less detailed than in a manuscript. Use figures, tables, flow charts instead of text, if possible. Use limited references for complex procedures.
- **Results:** In many cases, figures and well-written figure legends alone can represent your results. Pathologists want to look at figures, not read lengthy descriptions.
- **Conclusions:** Revisit your hypothesis and state whether it was supported by the results. Explain the relevance of your findings, even if it is a case report.
- **Be brief and simple.** Do not include too many experiments. Condense or limit large amounts of data. Limit the number of problems tackled. Limit the number of tables and figures to only the most critical to bring out selected points.
- **Use figures and large print.** The audience should know what you did, why, and what you found within two minutes of time. Lists help to save space, and tie everything together. Summary diagrams also help.
- **Standardize nomenclature.** Avoid excessive use of abbreviations.
- Choose your very best photographs and clearest photomicrographs; your most brilliant fluorescence; your sharpest, darkest electrophoresis (use schematics if your gels or blots have faded). Label everything and use arrows liberally. Proof carefully; be sure arrows, etc., on photographs are in place and point to whatever the legend indicates. Tables should only contain the most important information.
- Be sure to indicate the number of replicates on which your data are based and the statistical tests used.
- Provide a limited list of references.
- **QR codes** linking to related information, of a maximum size of 1” x 1”, are permitted and encouraged in the lower corner of your poster.
Posters may not include any images or figures that are not your own, unpublished works unless you have obtained the proper permission and the images/figures are properly cited:

- For a published image/figure from a book, article, etc., you must obtain permission from the publisher. You may need to obtain permission from the publisher even if you are using images/figures from your own publications. Provide first author, source title and year or a full citation.
- For unpublished images/figures provided by a colleague, obtain written permission of the author verifying that the image/figure is theirs, that it is unpublished, and that he/she has given you permission to include it in the proceedings. Cite as Courtesy of Name, Institution, City/State.
- For images/figures published on a web page, not as part of a journal article, book chapter, course material, etc.: URL of item OR however the site asks you to use as a citation. Consider the title of the webpage as well.

Questions
Poster presenters with questions about these instructions are urged to contact meetings@acvp.org at least one week before traveling to Boston.

Social Media
Annual Meeting poster presenters are encouraged to invite your colleagues to join you at the meeting and post about your upcoming presentation on social media: #ACVP2023.

Download the meeting mobile app in the weeks immediately leading up to the Annual Meeting to create an account, plan your meeting agenda, and connect with other attendees.