INFORMATION FOR HARD BOARD POSTER PRESENTERS – 2020 AAPOS ANNUAL MEETING
MARCH 25-29, 2020 – Fairmont Austin, Austin, TX

- The preliminary program is available on the AAPOS website at www.aapos.org. Please contact Maria Schweers, CO, the scientific program coordinator, at aaposmaria@gmail.com, immediately if there are any conflicts or other problems with the scheduling of your presentation.

- Your presentation will be videotaped for inclusion in the media site of the meeting being produced by AAPOS. Please note that with your abstract submission you have indicated permission to record your presentation for possible publication on the AAPOS website or any other use (e.g. audio and video recording for possible sale). If you wish to revoke this permission, please contact Maria Schweers at aaposmaria@gmail.com by December 13, 2019.

- We will provide Portrait (Vertical) Layout 70” high x 38” wide poster boards on which to display your exhibit. Poster should be approximately 3 feet wide by 4 feet high to avoid it being too close to the floor. Push pins will be provided to mount the exhibit. A title board is not provided. The presenter should label the poster indicating title and authors. If additional items are necessary to attach your poster material, please bring these materials.

- The poster exhibit must include that the presenter either does or does not have any financial interest in the material presented. Any proprietary interest should be clearly stated during your presentation. Any off-label use of drugs or devices must be acknowledged. Facial photographs are Protected Health Information under HIPAA. Presenters showing identifiable photograph(s) of a patient should have written authorization from the patient or legal guardian in advance of the presentation.

- Please note the AAPOS Policy for CME violations. When a potential violation of ACCME rules occurs during a CME-generating activity at an annual AAPOS meeting, the Secretary for Program, if he/she has not personally witnessed the violation, will initiate an investigation into the occurrence by speaking with selected members of the audience, as well as the speaker(s) charged with the violation. The Secretary for Program may require consultation with the CME-accrediting body to determine if a violation has occurred. If it is determined that a violation exists, the Program Secretary will communicate directly with the offender to educate him/her on the nature of the violation, review ACCME rules, and issue a warning that potential penalties for future violations may include inability to present at future meetings. Copies of all communication in this regard will be filed with the CME accrediting body. If an individual commits a second violation, the Secretary for Program will convene the Program Committee to review the details of both violations and to issue a recommendation to the AAPOS BOD regarding an appropriate penalty for the individual. The AAPOS BOD may accept, deny, or modify the Program Committee recommendations. The Secretary for Program (or in combination with AAPOS president) will then communicate this final decision to the offending individual.

- CME POLICY – Presenters should NOT use product logos or the name/address of specific companies in any visual aids. (Slides, posters, handouts, etc). Generic names should be used for all medications and technical devices when possible.

- All presenters are required to submit an electronically signed AAPOS Agreement for Poster Presentations. This signed agreement acknowledges your permission for your presentation to be videotaped. This form must be submitted through the AAPOS website by December 13, 2019. https://aapos.org/meetings/annual-meeting/annual-meeting-presenters

- You can now include video and “augmented reality” content in your poster. Click here to learn more: https://aapos.org/meetings/annual-meeting/annual-meeting-presenters AAPOS will not provide any electronic equipment for posters.

- The posters will be divided into two separate sessions. Your poster number will determine to which group you are assigned.
  - Hard Board Poster Set 1 (1 – 100). Poster is assembled Wednesday, March 25, 1:00 – 4:00 PM. Formal attended poster session is Thursday, March 26, from 10:00 – 11:00 AM. Poster removal is Friday, March 27, 11:30 AM – 12:00 PM.
  - Hard Board Poster Set 2 (101 – 200). Poster is assembled Friday, March 27, 3:45 – 4:15 PM. Formal attended poster session is Saturday, March 28, from 10:00 – 11:00 AM. Poster removal is Sunday, March 29, 10:40 – 11:00 AM.
• Formal Author Attended Poster Session: Please plan to be near your poster to answer questions during your assigned poster session as noted above. If your poster has an ODD number, you will need to be in attendance for the first 35 minutes of the poster session. If your poster has an EVEN number, you will need to be in attendance for the last 35 minutes of the poster session.

• Rapid Fire Poster Session – Review and Commentary from the Program Committee. Up to 10 posters will be selected from the posters to be included in a rapid fire poster session. You will be notified prior to the meeting if your poster has been selected. If your poster is selected, you will be asked to present your poster in a 3 minute time period with up to 4 PowerPoint slides.

• There is no requirement that material presented as a poster at the Annual Meeting of AAPOS be submitted for publication in the organization’s official journal. The Editorial Board, however, encourages submission of such material for publication in the Journal of AAPOS. Information for authors is available on the website, www.jaapos.com. Please check this website for updates.

• All participants must preregister for the meeting by December 13, 2019. Registration opens November 20, 2019. Please register online at https://aapos.org/meetings/annual-meeting/annual-meeting-fees. If you are not registered for the meeting by this date, you will be removed from the program. If you decide to withdraw your poster after this date, you will not be allowed to participate in any part of the program for the following 2 years unless a medical or personal emergency has caused the withdrawal.

• AAPOS has a housing block at the Fairmont Austin. The hotel reservation deadline is February 24, 2020 or until rooms sell out. After you register for the meeting, click on the Book Hotel link and you will be directed to the housing site. The group rate of $299 is honored as long as rooms in the block are available. Rates quoted are per room, per night based on Single or Double occupancy, and are not inclusive of applicable taxes.