



ATA 2016 ePoster Presenter Guidelines

Thank you for your willingness to participate in the ATA 2016 Annual Conference and Trade Show. Your role as an ePoster presenter is a very important component in the success of the meeting and we truly appreciate your involvement.

Please review the following instructions to get fully prepared for ATA 2016.

Register Now for the Conference and Make Your Hotel Reservation

Moderators/presenters are responsible for registering for the conference and making their own hotel reservations. Please visit www.ata2016.com to register and make your hotel reservation for ATA 2016! *Please note moderators/presenters do not receive a reduced rate for registration.*

Preparing for your ePoster Presentation

ePosters must be uploaded by April 15th. If not received by this date, the ePoster presentation may be removed from the program.

Please review these important resources accessible from the Presenter Resources website:

- Best Practices For Delivering A Successful ePoster Presentation at ATA 2016
- Guidelines Regarding Commercial Support and Disclosure
- Promotional Toolkit – *this resource will help you get the word out about your session and ATA 2016!*

Presentation Upload Information

Presenters will receive an email notification by March 21st with session details (date, time, speaking time allotment, and location for the ePosters presentation), ePoster presenter guidelines and instructions to upload ePosters to the ATA 2016 Presentation Management

System website. If this email is not received, contact ata2016@americantelemed.org. All ePosters must be uploaded to the online Presentation Management System by April 15th.

ePoster File Format

ePosters must be submitted as “pdf” files and have no more than 10 slides. ePoster presentations may embed photos and graphic files (e.g. jpeg, .gif, and .png). The ePoster may not include dynamic content (e.g. video, animations, or transitions). Audio files may be utilized; acceptable formats include .mp3, .wav and audio mp4. Test audio recordings prior to uploading.

How to Upload An ePoster*

**ePoster submission site will open March 21st - April 15th*

Login to the presentation management URL and follow these steps to upload your ePoster:

- Step 1:** On the “My Posters” tab, locate the ePoster title to which you wish to upload. When naming your file, keep the length under 30 characters and do not use special symbols (\$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] `) as this will prevent your presentation from uploading properly.
- Step 2:** Click the green “Upload” button.
- Step 3:** Browse to the location of the file(s) you wish to upload, select the file(s) to upload, and click on “Open”.
- Step 4:** When you successfully upload an ePoster, the red “No Files” button will change to a green “Has Files” button.

Editing a new version of my ePoster to replace the old version?

If you need to make changes to a presentation you have submitted, you may resubmit the presentation using a new file name. Be sure to delete the original file and complete this by April 15th.

If you experience any technical issues or have questions please contact: support@sessionupload.com

General Information for On-site at ATA 2016

Speaker Ready Room

ePoster presenters must check in at the Speaker Ready Room 101 EF. **Please plan to arrive at the Speaker Ready at least 3 hours before your scheduled session.**

Speaker Ready Room hours

Saturday 10:00 am – 5:00 pm
Sunday 7:00 am – 5:00 pm
Monday 7:00 am – 5:00 pm
Tuesday 7:00 am – 5:00 pm

How will my ePoster be displayed at ATA 2016?

ePosters will be displayed on free-standing kiosks located in the ATA Experience Zone in the Exhibit Hall. ePosters are searchable by poster number, title, category, key words, or presenter name.

Information about the Meet the Author ePoster Sessions

ePoster sessions take place at the ePoster kiosks in the ATA Experience Zone in the Exhibit Hall. During these moderated sessions, several ePoster presentations will run concurrently with one ePoster presenter at an ePoster kiosk at a time. Below is a listing of the ePosters: Meet the Author Sessions:

<u>Tracks</u>	<u>Date and Time</u>
Direct to Consumer, Operations, Policy and Legal, Chronic Care	Sunday, May 15, 4:45 - 6:00pm
Chronic Care, Acute Care	Monday, May 16, 10:10 - 11:00am
Clinical Services, Pediatrics	Monday, May 16, 5:30 - 6:20pm
Pediatrics, Mental Health	Tuesday, May 17, 10:15 - 11:00am

How it Works

During the ePosters: Meet the Author Sessions, ePoster presenters will stand at their assigned ePoster kiosk and present to attendees during their assigned time slot. When the time allotment has expired (20 minutes), the next ePoster presenter begins their presentation at the ePoster kiosk.

ePoster presenters may continue the discussion with attendees in the reserved ePoster area in the ATA Experience Zone.

Presenters should arrive 10 minutes before their scheduled presentation time. The Moderator will assign each presenter to an ePoster kiosk to be utilized for presentation during the assigned time slot.

Time management is critical to the success of the session. Please adhere to the time allotted for your presentation.

Information about ePoster Awards

Attendees will vote for the top 4 ePosters via the ATA 2016 conference app. ePoster awards will be announced at the end of the conference via the website, social media and conference app.

ATA Mobile App

The ATA 2016 mobile app partner is SpotMe. This exciting new app offers users access to the full education program, up-to-date information and new features for moderators, presenters and attendees to interact and engage with each other during the conference. More information and tutorials coming soon!

Special Requirements

If you have special needs (i.e. ramp access to the riser or a modified lectern height), please contact ATA staff as soon as possible at ata2016@americantelemed.org

For any other questions or special requests, please contact ata2016@americantelemed.org or call 202.223.3333.