**ITEC Poster Session Instructions**

Thank you so much for presenting your paper at ITEC. Please review and follow all the guidelines provided below. **If there are any company approvals required, please allow time for that process.** If you have additional questions or concerns please email Allison.C@rna-associates.com.

**Poster Guidelines:**

**Poster Size:**

* **Poster may not exceed 4 feet wide by 3 feet high**. The format of the poster bulletin is

landscape. (Width is greater than height)

WORD PROCESSING PROGRAM(S): Please submit your poster as a PDF file.

FIGURES AND TABLES: Figures and tables, and their captions must be legible to the poster viewer. In general, please use 14-point font or larger.

FORMAT: Use the following format as a guide for your poster:

Required in poster: TITLE, AUTHORS, ABSTRACT, REFERENCES.

Suggested in poster: INTRODUCTION, METHODS and/or AIMS, RESULTS/DISCUSSION, CONCLUSIONS.

TITLE: Include the full title, centered at the top of the poster.

AUTHORS: List of all authors and their affiliations placed just under the TITLE. Use full names of authors.

List authors in order, with the principal author first. Include affiliation and email address for each author.

ABSTRACT: List your assigned Abstract Number first. Then provide a final summary of the presented work, including major results, conclusions, and how they were formulated.

HEADINGS: Label section headings and subheadings clearly and consistently. Have sections that address background/context, proposed solution, results, and conclusion.

ACRONYMS, ABBREVIATIONS, AND SYMBOLS: Spell out acronyms, abbreviations, and symbols the first time they are used.

REFERENCES: Include a few key references on the poster. These can be a subset of the references included in the paper.

**Presentation Length**

Poster Session Presenters are given a 2 hour time frame they will present. These sessions are very interactive and all poster presenters must remain near their poster for the duration of the session. You may step away to get lunch but please return to your poster to answer any questions. Poster Sessions are held during the lunch break on Wednesday June 19 and Thursday June 20. If a specific day is required, please email Allison.C@rna-associates.com no later than April 1, 2024.

**IMPORTANT: A single author cannot present more than two posters in the same poster session. Once the program is announced, please verify this, and notify us if the presenting author has 3 or more posters in the same session. If you have multiple posters to present, please email us to ensure your posters are placed adjacent to each other.**

**Registration Requirements**

Each paper must have a full conference registration completed by April 1, 2024. Any paper not registered after that date risks being left off the conference publication. Any attendee that is unable to travel to the conference due to public policy will be refunded in full.

**Illness Policy**

The health and wellness of ITEC attendees is important to us. If the presenting author becomes unable to travel or attend due to illness, accommodations can be made for the presentation. Details regarding this will be provided the week leading up to the conference.

**Hotel Information**

We recommend you book your hotel room as soon as possible with our room block at The Rosemont Embassy Suites. The Rosemont Embassy Suites is across the street from the Donald E. Stephens Convention Center and connected via a skybridge. The Embassy Suites is currently charging $237 per night right now over the convention dates, but our room block rate is $179 per night plus many amenities, like free wifi complimentary breakfast, discounted parking fees, and more. An excellent savings! The room block will start filling up quickly and we don't want to risk you having to pay more. [Click here to book your room today.](https://www.hilton.com/en/attend-my-event/chirmes-iee-87b5214c-383b-469d-b5d4-12a7f542b461/)

**Printing**

Please [click here](https://drive.google.com/file/d/1rBMRyO6HQ8AlKtawPUK4AlqgAsCgX_PZ/view?usp=drive_link) to see information for printing at the Donald E. Stephens Convention Center. The printer at DESCC prefers 4 weeks advance notice on orders. There are also other printers in the area.