



## 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](mailto: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)
- **Preferred Poster size is 3ft wide by 4ft high.**

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 18, the expo reception from 6-8pm Wednesday June 18 and the lunch break on Thursday June 19. If a specific day is required, please email [Allison.C@rna-associates.com](mailto:Allison.C@rna-associates.com) no later than April 18, 2025.

**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 18, 2025. 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 Anaheim Marriott. The Anaheim Marriott is the same location as the conference. The Anaheim Marriott is currently charging \$366 per night right now over the convention dates, but our room block rate is \$259 per night, plus amenities like free wifi, discounted parking, and more. 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.](#)

### **Printing**

Please [click here](#) to see information for printing with West Coast Exhibit Services. Please submit the form and all poster designs no later than June 10, 2025. Ensure all 3 emails addresses from



the form are included in your email to WCES with your order. There are also other printers in the area, though WCES will deliver your poster directly to the conference. Poster pick up will be in Room H. Please pick up your poster no later than 1 hr prior to your assigned poster session.

### **Poster Session Checklist**

- Register for ITEC+2025
- Design Poster
- Send Graphic and order form to WCES
- Pay invoice from WCES
- Book hotel room
- Pick up badge at registration desk
- Pick up poster in room H at least 1 hr prior to assigned poster session