

# PEDIATRIC ACADEMIC SOCIETIES

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**2004 Annual Meeting**

**May 1 – May 4 \* San Francisco, CA**

## Instructions for Poster Symposia Presentation

Your abstract has been selected for presentation in a poster symposium format. Posters may consist of brief introductory statements and conclusions, graphs, diagrams and photographs. **Pushpins and your assigned poster number will be provided.**

Poster symposia are 2 hours in length and are comprised of a viewing period and a discussion session. Authors should be in attendance at the poster site during the designated viewing time. Following the viewing period, a discussion session, (for both authors and interested attendees) will be chaired by one or two previously selected session moderators. The moderators will determine the exact format for the discussion period. You will receive detailed instructions regarding the format of the symposium from the moderators in the very near future. The schedule below indicates the set up time for your symposium.

### Poster Preparation

The poster board is 4' high and 8' wide. Posters may be prepared from individual, backed pieces or photocopied on a single sheet.

Prepare a sign for the top of your poster space indicating its title, authors and institutions. The lettering for this section should be at least 1" high. Bring a copy or reproduction of your abstract to post in the upper right corner of the board. All illustrations should be made up beforehand. Bear in mind that these must be read from distances of about 3' or more. Charts, drawings and illustrations might well be similar to those you would use in making slides. Mounting material for illustrations or poster segments should be firm, but not so heavy it will be difficult to secure in place on the poster board. Hand lettered material should contain bold lettering at least 3/8" high. Shade block letters where possible. Keep illustrative material simple. You will find it useful to have on hand a tablet of paper as well as one or two felt marking pens. Marathon Multimedia, Call4Posters, who, for a fee can assist poster presenters with the production of their posters, may contact you. Should you not be interested in this service, please disregard any email they may send. Visit our website at [www.pas-meeting.org](http://www.pas-meeting.org) to link to Call4Posters for further information on their services.

DATE	SYMPOSIA TIME	POSTER SET UP
Saturday, May 1	8:00 am – 10:00 am	7:15 am – 8:00 am
	9:00 am – 11:00 am	8:15 am – 9:00 am
	1:00 pm – 3:00 pm	12:15 pm – 1:00 pm
	3:15 pm – 5:15 pm	3:00 pm – 3:15 pm** ~ Limited time to set up
Sunday, May 2	2:00 pm – 4:00 pm	1:15 pm – 2:00 pm
	4:15 pm – 6:15 pm	4:00 pm – 4:15 pm
Monday, May 3	8:00 am – 10:00 am	7:15 am – 8:00 am
	3:00 pm – 5:00 pm	2:15 pm – 3:00 pm
Tuesday, May 4	1:45 pm – 3:45 pm	1:00 pm – 1:45 pm

**Suggested format for posters can be found on our website at [www.pas-meeting.org](http://www.pas-meeting.org)**

- Remove posters immediately following the end of the session. In most cases another session immediately follows
- Management accepts no responsibility for posters left on boards.

\*\* There is a session in progress until 3:00 pm, please do not set up your poster until the session concludes.