

## POSTER PRESENTATION GUIDELINES

Congratulations on having your abstract selected as a Poster at the 101st Annual Meeting of the American Association of Oral and Maxillofacial Surgeons, in Boston, MA. Your poster will be displayed in the Poster Hall onsite at the meeting as well as online as an eposter.

Please review the following information related to your presentation:

**Poster Hall Location- Ballroom Foyer**  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

### Poster Hall Hours

**Check-in:** Program Office, Room 251

Tuesday, Sept. 17, 12:00 – 4:00 p.m.

Wednesday, Sept. 18, 7:00 a.m. -4:00 p.m.

### Poster Set-Up

Wednesday, Sept. 18 until 4 p.m.

Thursday, Sept. 19, 6:30-7:30 a.m.

*Note: You may hang your poster on Wednesday or Thursday by 7:30 a.m. The posters are displayed right outside the ballrooms, so they should be hung before the sessions kick off on Thursday morning.*

### All Posters on Display

Thursday, Sept. 19 – Saturday, Sept. 21

### Poster Author Q&A Session & Judging

Friday, Sept. 20, 2 – 4:00 p.m.

### Poster Removal

Saturday, Sept. 21 by 3:00 p.m.

Your poster will be displayed for 3 days (Thursday, Friday, Saturday) in the Poster Hall. **Please note:** Poster displays at the Scientific Sessions **do not** rotate.

***Please plan to hang your poster between Wednesday by 4 p.m. or Thursday between 6:30 – 7:30 a.m.*** This allows your poster to be displayed during the entire meeting and guarantees the largest audience for your research. *Please visit the Program Office (Room 251) to check-in and obtain a Poster Presenter Ribbon.*

All posters **must** be removed by 3:00 p.m. on Saturday, Sept. 21. AAOMS is not responsible for posters that remain after that time. ***All posters left after that time will be discarded.***

### Change of Presenting Author

Any changes to the primary author must be sent to [shannonm@aaoms.org](mailto:shannonm@aaoms.org) by July 1st. Please note, this does not guarantee the changes will be reflected in any printed materials.

### Prior Publication and Embargo Policy

Material on which the abstract is based must NOT be published before presentation, and abstracts must NOT be published before or during the AAOMS Annual Meeting on Sept. 16 – 21, 2019. If an abstract has been submitted for publication, authors must instruct their editors NOT to publish the abstract until after the Annual Meeting. Therefore, abstracts are embargoed from the time of submission without exception. Not complying with this policy will be judged on a case by case basis and may result in imposing a sanction on the individual and/or institution. Note: this embargo does not include publication in JOMS.

# POSTER DISPLAY GUIDELINES

## **Poster Display Guidelines**

The poster board surface area is 8ft wide by 4ft high. Your poster presentation should not exceed **84in wide by 42in high**, so as to accommodate the poster number. Prepare a heading, using large type, to appear across the top of the board listing the title and authors. Do not make the heading larger than 10 inches high, if at all possible. The lettering for this section should be at least 1 inch high. A visual guide has been provided [here](#) to demonstrate various poster sizes on an 8 x 4 board.

## **ePosters and QR codes**

Please include a QR code on your printed poster. The QR code is downloadable in your speaker's agreement and can be added to your poster file. This will provide attendees the opportunity to scan the code with a smartphone or camera equipped tablet to view the electronic version of the poster and the corresponding abstract. Detailed instructions for uploading your eposter file are available in your speaker's agreement.

## **Poster Printing**

You are required to hang your printed poster in the hall, as well as submit an eposter. **Please note: you are responsible for the printing and transportation of your poster.** AAOMS does **not** offer a printing service, however, please use [this guide](#) as a reference point on poster sizes. The board provided will be 8ft wide by 4ft high, but your poster size must accommodate for the poster number that will be hung on each board, so please keep your poster to 84in wide by 42in high or less.

## **Disclosures**

As a provider of continuing medical education through the Accreditation Council for Continuing Medical Education (ACCME), it is the AAOMS' policy to ensure balance, independence, objectivity, and scientific rigor in all of its educational activities. AAOMS policy requires that everyone who is in a position to influence educational activities must disclose their relevant conflicts of interest. The presenting author must ensure that ALL co-authors provide current disclosure information.

## **Poster Tips**

- The material must be readable from distances of three feet or more. You are strongly encouraged to use type at least 1/4 inches high (22 point type minimum) to ensure legibility. Please make sure all print is very dark (preferably block style) on a very light, preferably white, background. Please **do not** use a dark-colored background. Note that smaller type, especially standard 12 point print, it will be very difficult to read.
- Your presentation should be written concisely, keeping the number of pieces to a minimum. Charts, drawings, and illustrations should be similar to those you would otherwise use in making slides and anything that is more heavily drawn. Try to avoid using very fine lines or rules; these items are difficult to see from a distance. Keep everything as simple as possible and avoid "artsy" or overly ornate presentations. Block lettering adds emphasis and clarity. Captions should be brief; labels few but clear.
- It is recommended that you provide the viewer (by numbers, letters, or arrows) a preferred sequence to follow while studying your poster.
- Your poster should be self-explanatory; this allows you to provide supplemental information and discuss particular points of inquiry during the poster session. The poster session provides a more intimate forum for informal discussion than the regular presentations, but this becomes more difficult if you are obliged to devote most of your time to merely explaining your poster to a succession of visitors.
- When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. In addition, should your presentation include discussion of any unlabeled or investigational use of commercial product, you are required to disclose this at the time of presentation.
- Pushpins will be provided for you to attach your materials to the poster board. The use of glue, tape, or staples is not allowed.
- Please include a name, address, and phone number on your poster, or be ready to distribute

business cards in case someone wants additional information.

- Do not write or paint on the poster boards themselves.
- Do not leave personal belongings unattended at any time. Only handouts should be left with your poster.
- Picture taking in the Poster Hall is **not** permitted.
- If you have any questions concerning your presentation, contact [shannonm@aaoms.org](mailto:shannonm@aaoms.org).

## GENERAL POSTER SESSION SCHEDULE

Please stand next to your poster during the Poster Author Q&A Session on Friday, Sept. 21 from 2:00-4:00 PM. This is your opportunity to meet with attendees and judges. You should be familiar with your assigned poster number. As an easy reference, please see the poster topic breakdown below.

**Friday, Sept. 20**  
**2:00-4:00 PM**  
**Poster Hall- Ballroom Foyer**

**2:00 – 4:00 p.m. Poster Author Q&A Session: *All Poster Authors* should be in attendance at their posters for discussion with attendees**

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### Categories

**Anesthesia**

Posters: 01-06

**Cleft & Craniofacial Surgery**

Poster: 07

**Cosmetic**

Posters: 08-09

**Dental Implants**

Poster: 10-14

**Dentoalveolar**

Posters: 15-20

**Head & Neck**

Posters: 21-28

**Nerve Repair**

Poster: 29

**Orthognathic Surgery**

Posters: 30-35

**Other**

Posters: 36-45

**Pathology**

Posters: 46-48

**Reconstruction - Bone & Biomaterials and Soft Tissue**

Posters: 49-54

**Temporomandibular Joint (TMJ)**

Poster: 55

**Trauma Management**

Posters: 56-66