POSTER PRESENTATION GUIDELINES

Congratulations on having your abstract selected as a Poster at the 100th Annual Meeting of the American Association of Oral and Maxillofacial Surgeons, in Chicago, Ill. 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 - Exhibit Hall**
McCormick Place West
2301 S. Indiana Ave.
Chicago, IL 60616

**Poster Hall Hours**
Check-in & Pass Pick-up: Program Office, Room W181c
Tuesday, Oct. 9th, 12:00-4:00 PM
Wednesday, Oct. 10th, 7:00 AM-4:00 PM

**Poster Set-Up**
Thursday, Oct. 11th 7:30am-9:30am. *(you must obtain a Poster Pass to gain access to the hall during this time)*

*Note: You may hang your poster Thursday between 7:30 AM-9:30AM. All posters must be hung by 9:30 AM on Thursday, Oct. 11th.*

**All Posters on Display**
Thursday, Oct. 11th-Saturday, Oct. 13th

**Poster Author Q&A Session & Judging**
Friday, Oct. 12th, 2:00-4:00 PM

**Poster Removal**
Saturday, Oct. 14th by 1:30 PM

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

**Please plan to hang your poster between Thursday, Oct. 11th 7:30 AM-9:30 AM** 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 W181c) to check-in and pick up a Poster Pass and a Presenter Ribbon. Note: You cannot access the hall to hang your poster without the Poster Pass**

All posters **must** be removed by 1:30 PM on Saturday, Oct. 13th. 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 by July 2nd. 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Material on which the abstract is based must NOT be published before presentation, and abstracts must NOT be published before or during the AAOMS Annual Meeting on October 8-13, 2018. 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 & barcode. 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 2D Barcodes
All posters in the Poster Hall will have a corresponding 2D barcode on their board. This will provide attendees the opportunity to scan the barcode with a smartphone or camera-equipped tablet to view the electronic version of the poster, the corresponding abstract, and accompanying narration from the author (if provided). Detailed instructions for uploading your eposter file and recording audio commentary will be emailed to Poster Presenters in late August.

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 “arty” 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.
**GENERAL POSTER SESSION SCHEDULE**

Please stand next to your poster during the Poster Author Q&A Session on Friday, Oct. 12\(^{th}\) 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, Oct. 12\(^{th}\)**
**2:00-4:00 PM**
**Poster Hall- Exhibit Hall**

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

---

**Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Posters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesia</td>
<td>1-3</td>
</tr>
<tr>
<td>Cleft &amp; Craniofacial Surgery</td>
<td>4-9</td>
</tr>
<tr>
<td>Cosmetic/Orthognathic Surgery</td>
<td>10-23</td>
</tr>
<tr>
<td>Dental Implants</td>
<td>24-26</td>
</tr>
<tr>
<td>Dentoalveolar</td>
<td>27-30</td>
</tr>
<tr>
<td>Head &amp; Neck</td>
<td>31</td>
</tr>
<tr>
<td>Other (all topics outside of clinical tracks)</td>
<td>Posters: 32-47</td>
</tr>
<tr>
<td>Pediatrics:</td>
<td>Posters: 48-53</td>
</tr>
<tr>
<td>Reconstruction - Bone &amp; Biomaterials and Soft Tissue</td>
<td>Posters: 54-56</td>
</tr>
<tr>
<td>Temporomandibular Joint (TMJ)</td>
<td>Posters: 57-62</td>
</tr>
<tr>
<td>Trauma Management</td>
<td>Posters: 63-64</td>
</tr>
</tbody>
</table>
HELP - Poster Board Sizes

96 inches (= 8 feet) wide

48 inches (= 4 feet) tall

Poster template sizes on the 8 foot wide board.