



Professional & Student Poster On-Site Logistics

Presented by:

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MAY 23-25 | Nashville, TN | 1

1



AIHce EXP 2022 Format

- AIHA is planning AIHce EXP 2022 as an in-person event, with select sessions also being broadcast virtually
- All presenters are expected to attend their poster session in person, so be sure to register

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MAY 23-25 | Nashville, TN | 2

2

Vaccination Policy for AIHce EXP 2022

AIHA COVID-19 Vaccine Policy for Live Meetings and Events

The COVID-19 virus is a global pandemic and AIHA strongly encourages everyone able to receive the complete vaccine cycle to do so.

For those who will be attending any in-person event or meeting sponsored by AIHA or one of its affiliates, we view the vaccine against this virus as a necessity to protect AIHA members, vendors, and staff. **We, therefore, require proof of the complete vaccine cycle or the results of a negative polymerase chain reaction (PCR) COVID-19 test within three (3) days (72 hours) of each event for admittance.**

Refusal to adhere to this policy will result in denial of entry to or immediate removal from the event or meeting.

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MAY 23-25 | Nashville, TN | 3

3

Speaker Toolkit - Poster Presenter Resources

<https://www.aihceexp.org/2022/speak-2022/on-site-poster-logistics-and-guidelines-2022>

The screenshot shows the AIHce EXP 2022 website interface. The top navigation bar includes links: About Us, Agenda, Attend, Get Involved, **Speak** (highlighted with a red arrow), Exhibit, Register, and Virtual AIHce. Below the navigation bar is a grid of resource buttons, each with an icon and a label:

- REGISTRATION (checkmark icon)
- HELPFUL HINTS (notepad icon)
- PROMOTE YOUR SESSION (info icon)
- MODERATOR GUIDELINES (speech bubble icon)
- PDC PRESENTER RESOURCES (group of people icon)
- EDUCATION SESSION PRESENTER RESOURCES (person at podium icon)
- POSTER PRESENTER RESOURCES** (poster icon, highlighted with a red arrow)
- POP-UP PRESENTER RESOURCES (upward arrow icon)

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4

Author Attend Times

Poster Session 1, Monday, May 23, 11:15 a.m.-12:15 p.m.

Student Poster Session, Monday, May 23, 3:15 p.m. – 4:15 p.m.

Poster Session 2, Tuesday, May 24, 11:15 a.m.-12:15 p.m.

Poster Session 3, Wednesday, May 25, 10:30 a.m.-11:30 a.m.

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5

Setting up your poster

Professional & Student Posters will be located at the Level 2 Prefunction

You will need your name badge to set-up your poster; this can be picked up **at the registration desk**

Once you have your badge, you can proceed immediately to set up your poster

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MAY 23-25 | Nashville, TN | 6

6

Setting up your poster

Set-up hours for posters:

- **Sunday, May 22 from 2:00 p.m.-5:00 p.m.**
- **Monday, May 23, 7:00 a.m.-10:00 a.m.**

You should have received an email indicating the number of your bulletin board in the poster area

Your bulletin board number is the abstract number that was automatically assigned via our system at the time of submission

Find your bulletin board and hang your poster

DO NOT hang your poster on any board other than the number to which you are assigned

If you are unsure of where to hang your poster, go to the Speaker Ready Room for assistance

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MAY 23-25 | Nashville, TN | 7

7

Tear Down Details

Tear down hours:

Wednesday, May 25, 3:15 p.m.-5:00 p.m.

Note: If you do not dismantle your poster by 5:00 p.m. your poster will be discarded

All supplemental materials, including any handouts that support poster research or presenter business cards, must be distributed ON your poster board (using push pins/folder/Ziploc)

Tables will not be provided for posters

AIHA is not responsible for and cannot hold any poster materials on-site

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8

Accessing your feedback

- Before you start work on creating your poster, log into the online speaker center (submissions site) to view the feedback from reviewers and incorporate any suggestions into the final poster.
- To access, visit: <https://ww2.aievolution.com/aih2201/>

(Username is your first initial and last name, i.e. jdoe and your password can be email to you by clicking the “forgot password” option)

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9

Poster Specifications

Your poster should include:

- The title of your accepted proposal
- Your name, any co-authors or mentors, your institution
- A description of research goals and methods
- A presentation of results
- A summary of major conclusions
- Future directions for the research
- A short bibliography or list of references
- Acknowledgments (citing any help received, mentors, or sources of funding)
- Color logo of your college or university (students only)

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MAY 23-25 | Nashville, TN | 10

10

Poster Specifications

- Permanent adhesives are prohibited; pushpins will be provided on-site for mounting
- Heavy boards or backing should not be used, as they will not adhere to the display panels

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MAY 23-25 | Nashville, TN | 11

11

Design Considerations

Use large, uncomplicated fonts

The print should be legible from at least three to four feet away

Convey your information with colorful images and figures

Balance your text and images

Use headings, numbers, white space, or color frames to organize the information

Think of reader “gravity”—how the viewer’s eye tends to move from top to bottom and from left to right—and incorporate that flow into your design

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12

Design Considerations

Include an abstract—a concise summary of your work, written in a way that makes the reader want to take the time to study your poster

Engage the reader by including an image, model, or photo in your introduction

Communicate the methods used with a flow chart, figures, or process diagram and a concise description

Articulate the takeaway lessons in an understandable manner

While the poster serves as a visual aid while you talk, others may view it when you are not there

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13

Design Considerations

- The hard copy posters will be displayed on **VERTICAL** bulletin boards.
- The interior, usable space of the board measures 45" (wide) x 91" (tall) (114cm x 231cm).
- The recommended dimensions of your poster are 43" x 78" (109cm x 198 cm).

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14

Special Considerations & Procedures for Students

Digital versions of student posters will be judged for award consideration prior to AIHce EXP

If you wish to be considered for **Best in Show** submit a digital version of your poster **by May 2nd**

****Refer to the email you received about how to do this**

If a digital file is not submitted by this date, you will not be considered for an award

You still must bring a hard copy to the conference to display in the poster area

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17

Best in Show Awards

A panel of judges comprised of experienced AIHA members will select three winners as part of the “Best in Show” awards

first place **gold**; second place **silver**; third place **bronze**

Winners will each receive a certificate and monetary prize

The judges score posters in nine areas on a 1-3 scale:

1- adequate, 2- competent, 3- exemplary

- | | |
|-------------------------------|--------------------------|
| - overall poster presentation | - poster organization |
| - background | - statement of research |
| - methods | - analysis/ results |
| - literature review | - conclusion/ discussion |
| - poster style | |

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MAY 23-25 | Nashville, TN | 18

18

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MAY 23-25 | Nashville, TN | 19

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Share Your Poster with Virtual AIHce

If you wish Virtual AIHce attendees to view your poster, you must submit a digital version of your poster **by May 9th**

****Refer to the email you received about how to do this**

If you choose to do this, the virtual audience will see your poster, but you will not be able to converse live with the virtual audience.

If a digital file is not submitted by this date, your poster will not be displayed virtually

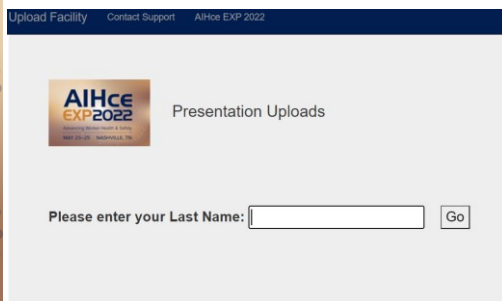
You will still must bring a hard copy to the conference to display in the poster area

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MAY 23-25 | Nashville, TN | 21

21

File Upload



- Visit the online Presentation Management System:
 - <http://www.aihce.savpresentations.com/>
- Login, search your last name, enter password (emailed to you)

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MAY 23-25 | Nashville, TN | 22

22

File Upload

After you are logged in, you will see Poster Session listed under Type.

| Presentation Uploaded | Handout Uploaded | Type | Session | Date | Room | Time | Speaker Role |
|------------------------|------------------|----------------|------------------|------------|-------------------|------|--------------|
| Upload | | Poster Session | Poster Session 1 | 05/23/2022 | Level2Prefunction | 1115 | Presenter |

Page size: 50 1 items in 1 pages

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MAY 23-25 | Nashville, TN | 23

23

File Upload

To upload your poster, Press the “Click here to upload a Presentation file” bar.

Upload Presentation here.

Last Upload:
File Name:

[Click here to upload a Presentation file \(see below for large files\).](#)

If uploading multiple files, they MUST be uploaded as a zip file. This system stores only the most recent upload. Any files uploaded here will be sent to the room where you are presenting and are NOT visible to attendees.

Large file sizes (especially over 500Mb) may take a long time to upload.
We recommend that you place your file on **your cloud drive** and provide its link in the space below.

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MAY 23-25 | Nashville, TN | 24

24

Once logged in you can...

- Upload both your poster file (required) and handout (optional)
 - PDF recommended
 - **If uploading multiple files, you MUST upload as a zip file.**
 - Only most recent upload is saved.
 - You can view/download any uploaded files to be sure correct file(s) are there.
 - Deadline for digital display May 9.
- After deadline, do not make changes to your files after you have uploaded without notifying AIHA.

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MAY 23-25 | Nashville, TN | 25

25

Questions On-site

If you have any questions on-site go to the **Speaker Ready Room** to speak with an AIHA staff member

Speaker Ready Room Hours:

Friday, May 20: 3:00 p.m. - 4:00 p.m.

Saturday, May 21: 7:00 a.m. - 5:30 p.m.

Sunday, May 22: 7:00 a.m. - 5:30 p.m.

Monday, May 23: 8:00 a.m. - 4:00 p.m.

Tuesday, May 24: 7:00 a.m. - 5:15 p.m.

Wednesday, May 25: 8:00 a.m. - 3:00 p.m.

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26

Questions?

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AIHcEXP2022

MAY 23-25 | Nashville, TN | 27