



PTEN and Its Pathways | A Scientific Meeting in Boston

Poster Session Guidelines

Abstract Submission

PTEN and Its Pathways, a scientific meeting in Boston on September 24-25, will host a poster session with up to 45 participants. Please submit an abstract of your poster to PTEN@thecastlegrp.com by no later than Friday, August 2, 2019. Your poster abstract must include the following information:

- Title (10-word maximum)
- Summary (50-word maximum)
- Contact information (full name, title, organization, email address and mobile phone number)

You will be notified of your acceptance status by September 1, 2019. If you are accepted, you must register your poster presenters (no more than two).

Poster Design Tips

Your poster size must be 4' x 4' vertical or horizontal (larger-sized posters will not be accepted). There will be two posters per side on each board back. Poster board backs and push pins will be provided. Please refer to the following guidelines when designing your poster.

- Overall
 - Choose a clear and succinct title that will draw in your readers (10-word maximum)
 - Choose a template/format that best communicates your findings
 - Be sure your poster can be read from a few feet away
 - Use plenty of white space – don't overcrowd data
 - Keep your poster clean and organized
- Content
 - Be mindful of word count / amount of text
 - Break up content into concise, easily readable sections

(Continued)

- Typeface / Font
 - Use a simple, easy-to-read font (e.g., sans serif)
 - Use no more than two (2) typefaces

- Use legible font colors (e.g., black or blue)
- Visuals
 - Use graphic elements to help guide the reader and make your poster more interesting and visually appealing
- Additional Online Resources
 - https://www.csun.edu/plunk/documents/poster_presentation.pdf
 - <https://colinpurrington.com/tips/poster-design>

Logistics

Poster session presenters must arrive at the Joseph B. Martin Conference Center at Harvard Medical School at 8:00 am on September 24 to complete onsite registration and set up their posters prior to the start of the symposium. Poster board locations will be assigned in advance and there will be a staff person to direct you.

Tuesday, September 24

- 8:00am – 8:45 am Registration / poster session set-up
- 8:45 am Poster session set-up complete
- 9:00am – 5:00 pm Symposium
- 5:00 – 6:00 pm Poster session / reception / judging*
- 6:00 pm Poster session concludes**

Wednesday, September 25

- 11:10am Poster winners announced
Short presentations (12 minutes) by each of the 3 winners will immediately follow
- 1:00pm Poster session break-down**

* Poster session presenter(s) must be at their posters for the full length of the reception.

** The poster session will resume the morning of Wednesday, September 25. All presenters are invited to leave their posters overnight, however, the Martin Center is a public space, and BIDMC is not responsible for maintaining the confidentiality of the unpublished work of poster session contributors. Anyone who wishes to remove their posters is asked to do so at the conclusion of the reception on Tuesday, September 24, and will be asked to post them back by 8:45 am on Wednesday, September 25. All posters must be removed immediately at the conclusion of the meeting or they will be recycled.

We look forward to seeing your work!