**POSTER SESSION GUIDELINES**

**Poster Size**

1. All posters should be flat when unrolled and be able to completely fit within and be affixed to a 4 ft TALL by x 8 ft WIDE cork board.
2. Posters may be taped or tacked to the board. Push pins will be available during poster session set up. Any other means of fixation must be supplied by the author.

**Poster Materials**

1. Poster session materials can be one or more of the following:
   a. thin cardboard or regular paper of the text of the actual paper printed in large font
   b. photos and graphics
   c. thin cardboard or regular paper copies of a Power Point Presentation.
2. Overlapping papers or posters will not be accepted. Any poster larger than the allotted 4 ft TALL by x 8 ft WIDE in an overlapping situation will be removed.
3. No three dimensional items which cannot be attached by means of tape or push pins will be allowed. Due to space restrictions, no tables will be provided. The cork boards are attached to their own stands.

**Poster Session Hours & Location**

1. Posters will be located designated by their assigned number as indicated in the program. Please display your poster only in the designated location.
2. Posters will be presented Thursday, Friday and Saturday. Posters will be on display throughout the entire day assigned and are required to be manned by the presenting author (or another listed author) during the time indicated below which are the designated time for viewing with authors present:
   
   Thursday – 9:30 – 10:15am AND 3:00 – 3:45pm
   
   Friday – 9:30 – 10:15am AND 2:45 – 3:30pm
   
   Saturday AM – 9:30 – 10:30am
3. All posters will be on display in the Exhibit Hall of the Convention Center. Posters are numbered with a card corresponding to the number assigned in the Program.
4. All posters must be set up between 8am and 9am on the day of the assigned poster session.
5. All posters must be removed at the end of each day, no earlier than 5:00pm and no later than 5:30pm on Thursday and Friday, and no earlier than 1:00pm and no later than 2:00pm on Saturday. If author does not remove the poster by this specific time, BMES will remove the poster and does not accept any responsibility for the poster.