

POSTER PRESENTATION INSTRUCTIONS



George R. Moscone Convention Center

March 28–31, 2020 (Saturday–Tuesday)
747 Howard St., San Francisco, CA 94103
www.endocrine.org/endo2020

General Information

- Poster presentations will take place on Saturday, March 28 – Monday, March 30, in the ENDOExpo hall.
- Abstracts scheduled for poster presentation are:
 - Numbered by the scheduled presentation day and location on the ENDOExpo floor (for example, SAT-039 = Saturday presentation, poster board 39)
 - Grouped on the ENDOExpo floor by topic
 - Listed in the ENDO 2020 Meeting App and online [ENDO 2020 Meeting Planner](#)
 - Published as an online supplement in the *Journal of the Endocrine Society* (JES) and indexed for DOI
- ENDO 2020 has partnered with [American Journal Experts](#) to offer a full range of language editing, academic translation, and figure services. Endocrine Society members receive 10% off this service.

Poster Mounting – 7:00 AM – 9:00 AM of scheduled presentation day

- Check your confirmation letter or the [ENDO 2020 Meeting Planner](#) for your scheduled presentation day.
- Mount your poster in the ENDOExpo hall between 7:00–9:00 AM.
 - Pushpins will be provided. Do not use alternative adhesives.
 - Poster presenters must leave the hall immediately after mounting their posters.
 - The hall will close to poster presenters after 9:00 AM for exhibitor setup. If you do not mount your poster before 9:00 AM, you must wait until the hall officially opens for the day to mount your poster.
 - Posters mounted before 7:00 AM or after 3:30 PM on their scheduled day will be discarded.
- If you miss your presentation day, visit the Poster Information Desk to see if you can present on another day.
- You are responsible for your poster carriers, tubes, or mailers. The Society is not responsible for any lost or stolen items on the ENDOExpo floor.

Poster Presentation – 1:00 PM – 3:00 PM

- **The primary author or a co-author must [register](#) for and attend ENDO 2020 to present and validate the published abstract.**
- Poster presentation is scheduled for one day from 1:00–3:00 PM. The presenting author should be at their poster during this time so that attendees can ask questions and meet the author.
- If you have posters in more than one topic area scheduled on the same day and you or a co-author cannot be at all of them, we recommend posting a note on your additional board(s) indicating where they can find you.

Poster Removal – 3:00 PM – 3:15 PM

- Remove posters at 3:00 PM – 3:15 PM. All posters and materials not removed by 3:30 PM each day will be discarded.

Poster Size

- The poster board display area is **3'9" high by 7'9" wide (1.14 m high by 2.36 m wide)**.
 - You may prepare a poster that is *smaller*, but **DO NOT EXCEED THIS SIZE**.

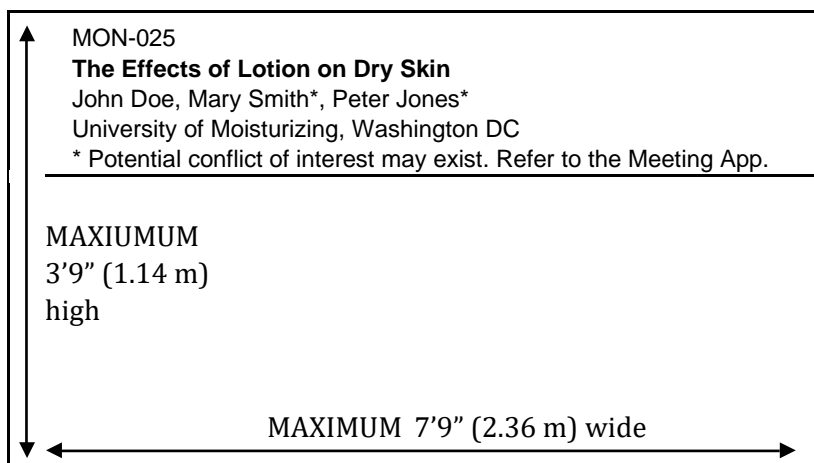
Poster Printing

- Do not print posters on thick or heavy materials such as poster board or vinyl. The material your poster is printed on must be able to be mounted for several hours with pushpins. High-quality paper or fabric posters will stay in place with pushpins.
- Print on matte material if possible (glossy results in glare).
- Providing printed copies of your abstract (posted next to your poster or placed on the floor underneath your poster board) is helpful for attendees viewing your poster when you are not standing next to it.

Poster Header

- Include the following information at the top of your poster (use lettering at least 1" (2.5 cm) high):
 - Poster number (as noted in your confirmation email)
 - Presentation title (use the title as it appears in the [ENDO 2020 Meeting Planner](#))
 - Author information
 - Author conflict of interest disclosures

Example:



Poster Text

- Use large print (at least 1/2" (1.8 cm) high).
- Keep text and figure legends concise, but do not omit them.
- Including short, legible *Introduction* and *Summary of Conclusions* sections on your poster is helpful for attendees.

Poster Illustrations

- All illustrations must be made beforehand.
- Illustrations must be able to be read from a distance of 3–5 feet (1–2 meters).
- Keep illustrative material simple (simple use of color can add emphasis effectively).
- Charts, drawings, and illustrations should be more heavily drawn than those prepared for slides.

For poster presentation questions, please contact Emil Trinidad at abstracts@endocrine.org.