

## VCOM-Carolinas Research Recognition Day 2019

### Instructions for Poster Preparation and Presentation

Please read this **CAREFULLY** – these are instructions for your poster preparation and presentation.

Please share this information with your co-authors – this information is only sent to the submitting author.

When your abstract is accepted for Research Day, you will be given a unique abstract number. That will be the identifier for your poster. If you submit more than one abstract, each will have a unique number. *You are welcome to submit as many posters as you like, but only one can be submitted to the poster competition.*

**If you wish to have your poster printed at VCOM:**

- posters must be in **Power Point** format, **44 inches wide by 33 inches tall**
- posters must be submitted **no later than 5 pm on April 8, 2019.**

Printing is free of charge but limited to submissions that meet the required criteria and is available on a first-come, first-served basis. **PowerPoint files should be emailed to [RDposters@carolinas.vcom.edu](mailto:RDposters@carolinas.vcom.edu) for printing.** Please use the abstract number you were issued in the subject line of the email as follows: “**Abstract ## Poster for Printing.**” *Posters emailed to any other address cannot be printed by VCOM.*

\* Posters of a size different than 44 inches wide by 33 inches tall cannot be printed by VCOM.

\* Pre-printed posters of a different size that 44w x 33h *may* be displayed if space allows.

***YOU WILL NOT BE ALLOWED TO HANG OR REMOVE YOUR OWN POSTER!***

Any posters printed at VCOM will automatically be hung for you by VCOM staff – you do not need to be present. If you have a pre-printed poster, please contact Ms. Maria Lawrence ([mlawrence@carolinas.vcom.edu](mailto:mlawrence@carolinas.vcom.edu)) or Ms. Kayla Afkinich ([kafkinich@carolinas.vcom.edu](mailto:kafkinich@carolinas.vcom.edu)), to arrange to drop off your pre-printed poster for hanging. **All pre-printed posters must be dropped off to Ms. Lawrence or Ms. Afkinich by 10 am on Thursday, April 25th.**

All posters must be removed from the venue by the end of the day on Friday, April 26th. *Any poster left hanging will be removed and held in storage for a duration of no longer than 2 WEEKS until it is claimed. After 2 weeks, unclaimed posters will be discarded.*

Please send all questions/concerns via email to the VCOM-Carolinas Research Day 2019 Planning Chair, Stephan Brown, MD, PhD [slbrown@carolinas.vcom.edu](mailto:slbrown@carolinas.vcom.edu).