

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



IARS, AUA and SOCCA Poster Presenter Checklist

✓	Action	Deadline
	RSVP to Present Your Poster <i>*Required</i>	Thursday, March 7, 2019
	Register for all applicable Annual Meetings <i>*Required: You must register for all meetings where you will present your poster</i>	Thursday, March 14, 2019
	Book Hotel Room <i>*Optional: Hotel rooms are first come, first serve</i>	Thursday, April 11, 2019
	Upload e-Poster version of your poster <i>*Highly Encouraged</i>	Thursday, May 2, 2019
	Order Call4 Posters™ Poster <i>*Optional: Call4Posters™ is the Annual Meetings preferred poster printing partner</i>	Friday, May 10, 2019

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



Confirm

RSVP *required

Poster Presenter RSVP Form: <https://form.jotform.com/90595850420155>

Registration *required

Register for each meeting where you will present your poster (e.g., if you are presenting during the IARS *and* AUA Annual Meetings you must register for both the IARS *and* AUA Annual Meetings).

Registration Site: <https://sites.eventray.com/iars2019/>

Hotel

The Fairmont Queen Elizabeth is the headquarters hotel for the 2019 Annual Meetings.

Hotel reservation site: <https://book.passkey.com/event/49749353/owner/17625/home>

Revisions

Poster Session Assignment

Poster Presenters are expected to attend their assigned poster session. Reassignments to the poster schedule are not permitted.

Abstract Body and Author Listing

Revisions to the Abstract Body and Author Listing are not permitted. The Author Listing, including the author names and institutions will be included in the Annual Meeting materials as submitted.

Note: The Presenting Author defaults to the first author in the author listing.

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



Prepare

Poster Session Organization

Poster sessions are organized by meeting (IARS, AUA and SOCCA) then grouped based on subspecialty topic. AUA and SOCCA Poster Sessions will include an open poster viewing time and a moderated poster discussion session. IARS Poster Sessions will include an open poster viewing time and a poster presentation session.

Poster Session Formats

- **Open Poster Viewing**
Posters will remain on display.
- **Moderated Poster Discussion Session (AUA and SOCCA only)**
The poster moderator will facilitate discussion between the poster presenters and attendees.

Introduction

Please take a few minutes to introduce yourself to the poster moderators and presenters in your assigned moderated poster discussion session.

Poster Presentations

Poster presentations will proceed in numerical order (e.g., if your group contains poster #'s 1-6, the poster presenter assigned to poster #1 will present, then poster #2, and so forth).

Each poster presenter will discuss their research for **10-15 minutes**, with **3 min for Q&A**. The moderator and poster presenters will cluster around the poster as it is being presented. Meeting attendees are welcome to join the discussion sessions.

Questions and Discussion

Moderators are expected to lead the discussion sessions, asking thought-provoking questions.

- **Poster Presentation Session (IARS only)**
The poster presenter will stand by their poster open for discussion and questions.

Poster Requirements

- **Title**
Please include the title, author(s) (underline the presenting author name), and affiliation(s).
- **Text and Illustrations**
Text and figures must be legible from **3 feet away**. Do not include commercial names or logos.
- **Dimensions**
The poster board is **8 feet wide by 4 feet high**. Posters may be any size that fits within the poster board.

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



e-Poster *Highly encouraged

e-Posters provide presenters with an additional opportunity to showcase their research. e-Posters will be available for viewing throughout the Annual Meetings.

Instructions to upload your e-poster will be provided in April.

e-Poster Format

- Single page (PDF)
- Landscape orientation
- High resolution

Call4Posters™ Poster Printing

Call4Posters™ is the preferred poster printing partner for IARS, AUA and SOCCA 2019 Poster Printing Service. Call4Posters™ is the simple and most convenient way to print your poster and pick it up on-site at the meeting.

Call4Posters™ Site: <https://wk.call4posters.com/iars/c/1620>

Standard Deadline: Friday, May 10, 2019

Rush Deadline: Monday, May 13, 2019

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



Present

Poster Room

All poster sessions, the Poster Information desk, and the Call4Posters™ desk are located in the Place du Canada and Square Dorchester Rooms.

Pickup Call4Posters™ Poster

Orders placed through Call4Posters™ will be available for pick-up at the Call4Posters™ Desk.

Thursday, May 16	7:00 am – 1:30 pm
Friday, May 17	7:00 am – 1:30 pm
Saturday, May 18	8:00 am – 2:00 pm
Sunday, May 19	8:00 am – 2:00 pm

Arrive Early

Poster Presenters are asked to check-in at the Poster Information desk **15 minutes** prior to their assigned session.

AUA Poster Sessions (A-B): Thursday, May 16 – Friday, 17

Poster Session A: Thursday, May 16

7:30 am – 8:00 am	Setup
8:00 am – 4:45 pm	Open Viewing
4:45 pm – 6:15 pm	Moderated Discussion Session
6:30 pm – 7:00 pm	Breakdown

Poster Session B: Friday, May 17

7:30 am – 8:00 am	Setup
8:00 am – 3:30 pm	Open Viewing
3:30 pm – 5:00 pm	Moderated Discussion Session
5:00 pm – 5:30 pm	Breakdown

SOCCA Poster Session C: Friday, May 17

7:00 am – 7:30 am	Setup
8:00 am – 5:00 pm	Open Viewing
11:00 am – 12:00 pm	Moderated Discussion Session
5:00 pm – 5:30 pm	Breakdown

IARS Poster Sessions (D-F): Saturday, May 18 – Monday, May 20

IARS Poster Session D: Saturday, May 19

7:30 am – 8:00 am	Setup
8:00 am – 5:00 pm	Open Viewing
1:00 pm – 2:30 pm	Poster Session
5:00 pm – 5:30 pm	Breakdown

IARS, AUA and SOCCA Annual Meetings

May 16–20, 2019 • Montreal



IARS Poster Session E: Sunday, May 19

7:30 am – 8:00 am	Setup
8:00 am – 5:00 pm	Open Viewing
12:30 pm – 2:00 pm	Poster Session
5:00 pm – 5:30 pm	Breakdown

IARS Poster Session F: Monday, May 20

7:30 am – 8:00 am	Setup
8:00 am – 5:00 pm	Open Viewing
12:30 pm – 2:00 pm	Poster Session
5:00 pm – 5:30 pm	Breakdown