# IARS, AUA and SOCCA Poster Presenter Checklist

<table>
<thead>
<tr>
<th>✓</th>
<th>Action</th>
<th>Deadline</th>
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<tbody>
<tr>
<td></td>
<td><strong>RSVP to Present Your Poster</strong>  <em>Required</em></td>
<td>Thursday, March 7, 2019</td>
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<tr>
<td></td>
<td><strong>Register for all applicable Annual Meetings</strong>  <em>Required: You must register for all meetings where you will present your poster</em></td>
<td>Thursday, March 14, 2019</td>
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<td></td>
<td><strong>Book Hotel Room</strong>  <em>Optional: Hotel rooms are first come, first serve</em></td>
<td>Thursday, April 11, 2019</td>
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<td></td>
<td><strong>Upload e-Poster version of your poster</strong>  <em>Highly Encouraged</em></td>
<td>Thursday, May 2, 2019</td>
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<td></td>
<td><strong>Order Call4 Posters™ Poster</strong>  <em>Optional: Call4Posters™ is the Annual Meetings preferred poster printing partner</em></td>
<td>Friday, May 10, 2019</td>
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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.
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.
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](https://wk.call4posters.com/iars/c/1620)

- Standard Deadline: Friday, May 10, 2019
- Rush Deadline: Monday, May 13, 2019
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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday, May 16</td>
<td>7:00 am – 1:30 pm</td>
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<tr>
<td>Friday, May 17</td>
<td>7:00 am – 1:30 pm</td>
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<tr>
<td>Saturday, May 18</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Sunday, May 19</td>
<td>8:00 am – 2:00 pm</td>
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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  