



General Information About Posters at the GBA/GIP 2020 Joint Spring Meeting

- The AAMC will assign the location of your poster at the meeting. In your poster acceptance email, there is a number that will correspond to your poster location. On-site, this number will be listed on the poster board.
- The abstract that you submitted through the call for posters will be included on the meeting website. You will have the opportunity to edit the abstract at any point. A pdf of your poster will also be included on the GBA/GIP meeting website, which is accessible on the meeting app.
- Please send the final pdf of your poster to Katie Beale at kbeale@aamc.org by Tuesday, April 7, 2020.
- Posters will be set up between 12:30 and 2:00 PM on Wednesday, April 22, 2020.
- The poster session will take place on **Wednesday, April 22, 2020 from 3:00 – 4:30 PM**. You or another representative must be present at your poster during this session to speak to participants about your poster. We encourage you to prepare a 90-second ‘elevator talk’ about your poster so you can present the information briefly to attendees who visit your poster.
- Authors must remove their poster by 6:00 PM on Wednesday, April 22, 2020.
- We encourage you to have business cards and a limited number of 11x17 reproductions of your poster to hand out to attendees.
- Bulletin boards or easels and supplies (push pins, tape, etc.) will be provided.
- Poster display boards are 4’ high x 8’ long in dimension—ensure your poster fits.
- Posters should include the title, all authors, and organization(s); layout is at the discretion of the author but should be readable from a distance and self-explanatory.
- Posters can be printed on one sheet or in multiple sections. When creating and printing your poster, please be mindful of the board size (4’ x 8’) and readability for participants who will be circulating through the sessions.
- Unclaimed posters will be discarded.
- It is the responsibility of the author to ship or bring the poster to/from the meeting.

SHIPPING AND RECEIVING

The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, adhesives or any other substance without prior Hotel approval.

Shipments can be sent directly to the Hilton Hotel San Francisco Union Square at **333 O’Farrell St, San Francisco, CA 94102** in attention of your name. Your label should also include the name of your event or

conference, room location (if known), and number of boxes as outlined in the [shipping and handling guidelines](#). Your poster will be held at the Package Express Office located on the Ground level of the hotel. The package room will not store your shipment for more than **48 hours**; please plan accordingly.

Package room hours:

Monday-Friday 7 AM-5 PM PST.

Saturday & Sunday- 8 AM- 5 PM PST

The package office can be reached at (415) 771-1400 ext. 6211.