

**Instructions and Schedule
For Poster Presentations
Associates and Medical Students
ACP Northern California Scientific Session
Saturday, November 21, 2009
Radisson Hotel Sacramento**

Poster Preparation

The ACP Web site has excellent resources on preparing for a poster presentation: **Guide to Preparing for the Abstract Competition**. Visit http://www.acponline.org/residents_fellows/competitions/abstract/prepare/index.html for everything you need to know. The Web site will also give you information about the National competition. Our first place winners are guaranteed a slot at National.

Poster Set-up

All posters should be set up between 8 AM and Noon on Saturday, November 21, at the Radisson Hotel, Sacramento in the Edgewater Ballroom. The **Awards Luncheon** begins at 12:15 and associates and students are invited to attend. This luncheon is to honor ACP Members who have made noteworthy contributions to medicine, their communities and the College. A representative of the College will give an update on ACP National activities. **You must register online and reserve a seat for the luncheon. Please note that we are asking Associates, residents and medical students to pay a \$25 REFUNDABLE fee – your payment will be refunded if you sign up for the luncheon and attend. (No-shows are not refunded.)**

When you sign in at the registration desk, you'll get your name badge that will have a number on the back indicating your poster board. All poster materials must fit on the 4x8 corkboard provided (one poster per board), attached with pushpins – these will be provided also. If your display won't hang easily on the corkboard with pushpins, please have the materials you need to make it work. A copy of your abstract must be posted in the upper left corner of the corkboard. The font should be large enough to be read easily from a few feet away. Photos, charts and graphs can be presented on the poster. **Posters need to be taken down Saturday evening before 11 PM.** Please remove your poster from the board, even if you don't want to keep it. Any posters left after Sunday noon will be tossed.

Winners will be announced before the welcoming reception beginning at 6 PM (following the Jeopardy session).

Please be sure to make your hotel reservation if you haven't already, by calling the hotel directly at 916-922-2020. Mention that you are attending the ACP Northern California meeting. Room rate is \$119 single/double.

YOU MUST REGISTER ONLINE IF YOU WANT A NAME BADGE, "PRESENTER" RIBBON, LUNCH AND REFRESHMENTS AT THE RECEPTION.

If you have trouble registering online, please contact Customer Service at 800-523-1546, extension 2600 or direct at 215-351-2600 (M-F, 9 a.m. - 5 p.m. ET). Go to https://www.acponline.org/atpro/timssnet/meetings/tnt_breakoutsessions.cfm

SCHEDULE AND INSTRUCTIONS

SATURDAY

- 8 AM - Noon** Pick up name badge and ribbon. **IF YOU DON'T REGISTER YOU WILL NOT HAVE A PRE-PRINTED BADGE.** Set up posters (Edgewater Ballroom)
- 12:15– 2:15 PM** Awards Luncheon: Associates are invited to attend the luncheon **IF YOU REGISTER ONLINE AND PAY THE \$25 REFUNDABLE FEE THERE WILL BE A SEAT FOR YOU.**
- 2:30 PM – 4 PM** Poster Presentations:

Associates should be at their posters from 2:30 – 4 PM. During that time, you will give a three-minute presentation to the judges and answer questions for 2-4 minutes afterwards. **Presentations will be timed, and should be NO MORE THAN 3 MINUTES.**

Winners will be announced at the welcoming reception beginning at 6 PM (following Jeopardy)

First place and first runners-up for the vignette and research competition will receive \$500 and \$250 respectively and a \$1,500 stipend to cover travel, lodging and registration fee to attend the 2010 ACP national meeting in Toronto in April.

- 3:30 – 6 PM** Medical Jeopardy (Each member of the winning team will receive a \$1,500 stipend to attend the National competition in Toronto.) Following the Jeopardy competition, we'll hold an informal get-together for all resident attendees who want to learn about the benefits of ACP membership. You'll still be able to attend the reception.

I hope I've covered everything – give me a call or email if you have any questions or concerns. Thanks much for your cooperation. I look forward to seeing you soon.

*Best wishes,
Kathy Matikonis
415-305-3258
email: acpcalifornia@aol.com*

PLEASE DON'T FORGET:

- **YOU NEED TO REGISTER ONLINE FOR SATURDAY'S EVENTS (AND SUNDAY IF YOU PLAN TO ATTEND ANY OF THOSE SESSIONS).**
- **YOU NEED TO MAKE A HOTEL RESERVATION**