

Preparing the Poster and Presenting at the Meeting.

Congratulations! If you are at this step then it means your poster was accepted to the meeting. This document is meant to outline some frequently asked questions and provide guidance on next steps.

1. You should contact your faculty mentor to share the good news that your abstract was accepted and plan for next steps.
2. Confirm that the data of the meeting is on your calendar and you have blocked the time that you need to travel and present your work.
3. Attached is a document with specifics about poster presentations. Please read it carefully. It contains reminders about registering for the meeting, size specifications for your poster, the amount of time that you will have to present your work to the judges and the scoring rubric. These details are key to your success!!!

Tips for preparing your poster.

1. Please do **NOT** copy and paste your abstract to a poster.
2. **Do** make sure you have the key headings. They often include a background or statement about importance, history, physical exam, relevant labs, and discussion or key points.
3. When presenting text you should use **concise** points in a bulleted format. As an example, it is sometimes helpful to think about the history in terms of what the differential is and then provide the information that helps narrow that differential instead of presenting a multi paragraph history.
4. You do **not** need a full head to toe physical exam but you do need the relevant portions to the differential.
5. Include the relevant labs – as an example, you do not need to include the urinalysis that was sent in the emergency department but not felt to be relevant to the case.
6. Use graphics to your advantage—if there is a key imaging finding include that image. If a flow chart helps illustrate your discussion or teaching points it is okay to use that format as well.

Frequently asked questions.....

1. What if a conflict arises at the last minute and I can't present is it okay to ask another author on the work to present it?
This is a possibility, but we ask that you communicate that to the ACP Michigan Chapter Office (tlockard@acpmichigan.org) as soon as you know that you are not going to be able to present your work so that we can work together to see what accommodations may be possible.
2. Can I ask for a specific time to present to the judges?
No, if you need to leave early or arrive late due to a conflict we understand that conflicts happen. However, we ask that you communicate that to the

program staff as soon as you know of the conflict and understand that we can't make these accommodations.

3. If my abstract is accepted but no one is available to present the work at the meeting can I still include it on my CV?

No, in order to include work on your CV at a scientific meeting the work must be presented. We ask that you communicate that to the ACP Michigan Chapter Office (tlockard@acpmichigan.org) as soon as you know that you are not going to be able to present your work. That may be a presentation slot that another submission could be allowed in to.

4. What will happen if my poster is the wrong size when I arrive at the meeting?

You will likely not be able to present it—the size specifications and orientation is very important and if everyone does not comply to it then we will not have enough space to share the work. **THE POSTER SPECIFICATIONS ARE 3 FEET HIGH AND NO LONGER THAN 4 FT. LONG.**