



**2018 Annual Meeting of the American Neurological Association
Hyatt Regency Hotel, Atlanta, Georgia
October 21-23, 2018**

Guidelines for Poster Presenters

Preparing the Display

1. All illustrations and lettering should be prepared beforehand. The poster display is not to be solely the typed manuscript pinned to the poster board.
2. The title of the presentation in full and the names of all authors should appear at the top of the display. Lettering for this information should be no less than 48 points (we suggest Helvetica) for the title and slightly smaller for the authors' names. The subheading should not be less than 20 points. After the text is printed, it should be enlarged to 1.5 or 2-fold. The audience will be standing from 3-6 feet away from the poster, and the lettering should be easily legible from that distance.
3. The remainder of the display should be arranged in a logical, coherent fashion. If illustrations or other materials are dry-mounted on stiff cardboard, make sure it is thin enough to be tacked easily to the poster board.
4. Keep the display space neat. If the message exceeds poster space, consider making photocopied handouts available.

Construction Material

Equipment supplied by the ANA:

- Poster board (4' high by 6' wide)
- Poster number (in upper left corner)
- Poster pins

Adhering to the Schedule

Poster numbers have been assigned to include the day of the authors' poster presentations (e.g. S=Sunday, M=Monday). Posters should be set up between 7:00 am – 10:00 am the day of your poster session. Poster display hours are 12:00 pm – 7:00 pm. Authors should plan to stand by their posters to answer questions from 5:30 pm – 7:00 pm on Sunday and Monday during the poster reception. All posters should be taken down immediately following the reception and no later than 8:00 pm. The ANA will not be responsible for any posters not taken down by the presenter; any posters not taken down by 8:00 pm will be recycled.

Interacting with Attendees

1. It is essential that authors be available at the displays throughout the assigned session.
2. Attendees expect authors to be willing to engage in dialogue about the work displayed.

Cancellation

If extraordinary circumstances require withdrawal of a paper, the presenter is required to notify meetings@myana.org.