

APTA CSM Poster Presenter Instructions



Registration, Setup, and Other Information

Abstract notifications	Sent via email by Oct. 1, 2024.
Changes to abstract authors	Have the primary author email Event Program with the changes that are needed.
Changes to author(s) credentials, affiliation, or contact information	These changes must be made in your APTA profile . If you have trouble updating your profile, contact Member Success .
Receipt for abstract submission(s)	Contact the APTA Event Program team .
Presenter registration policy	All presenters are required to register for APTA CSM. Early bird registration is available until Nov. 6, 2024. You can register online at APTA CSM Registration .
Presenter registration for poster presentation only	You may purchase an "exhibit hall only" pass if you're only attending to present your poster. Passes will be available closer to the conference date, both online and on-site in Houston.
Registration for guest of presenter	Any guests must also purchase an "exhibit hall only" pass to enter exhibit hall E.
Age restriction — under 18 attendance	No person(s) under the age of 18 may enter the exhibit hall.
Poster check-in	Presenters must check in with their posters at the designated poster check-in area in exhibit hall E before setting up their poster.
Presenter ribbons	Presenter ribbons are available at poster check-in. Only presenters who attend APTA CSM can obtain a poster presenter ribbon.
Poster setup instructions	After check-in, locate your assigned poster number and set up your display in the poster area in exhibit hall E. Ensure that your poster is set up at the times specified in the poster presentation schedule . Only two presenters may be at the poster at any time. If you have multiple presenters, please switch presenters during your presentation so no more than two presenters are at the poster at one time.
Presentation timing	Poster sessions run from 1-3 p.m. on the day of your scheduled presentation. Presenters must be available at their poster for the entire session unless presenting multiple posters. If you have more than one poster on the same day, divide your time between them. If another poster is placed on your assigned board, notify staff at the check-in desk.
Setup notes	The exhibit hall is not always open. You must set up your poster per the setup times in the schedule.

Poster removal and disposal	Posters must be removed by 3:30 p.m. on the day of your presentation. Any posters left after this time may be discarded. Note: Do not remove the poster board numbers. Poster board numbers are reused.
Poster hanging, storage, etc.	APTA does not provide hanging, storage, or printing services for posters. Presenters are responsible for printing their own posters. APTA does not offer printing services. Presenters must print and bring their own posters to APTA CSM. Please be mindful of removing your poster when your session is completed.
Financial support for poster presenters	APTA does not provide honoraria, registration discounts, or expense reimbursements for poster presenters.
Poster presentation materials	APTA supplies poster boards and pushpins for display of posters. Please note, no electrical outlets, seating, or audiovisual equipment are available in the poster area.