



## POSTER GUIDELINES

### Scientific Poster Session Location and Times: Room 200C

\*P2: Saturday, 21 September, 10:30 a.m. - 12:00 p.m.

P3: Sunday, 22 September, 10:30 a.m. - 12:00 p.m.

P4: Monday, 23 September, 10:30 a.m. - 12:00 p.m.

### Size Limitations:

- No larger than **45 inches high** and **45 inches wide (114cm x 114cm)**.
- Two posters will be placed on each side of the poster board. Please **DO NOT** exceed these dimensions. Posters that do not fall within size limitation cannot be posted.

### Registration and Staffing Information:

- At least one poster author must be registered for the Colloquium **by 6 September** ([colloquium.cochrane.org](http://colloquium.cochrane.org)).
- Each poster has a day and number (e.g., P3.036 means 22 Sunday, 10:30 a.m. - 12:00 p.m., poster no. 036).
- See [colloquium.cochrane.org/presenter-instructions](http://colloquium.cochrane.org/presenter-instructions) or the program book for your assigned poster number and day.
- You must attend your poster during the designated time to answer questions.

### Poster Set Up (7:00 - 8:15 a.m.):

- **Set up is required before 8:15 a.m.** the day of your poster session.
- Your poster number will be pinned to the poster board at the location where you should hang your poster.
- Velcro will be provided.
- We cannot store posters or poster tubes. Poster tubes cannot be left on the floor under your poster; *they will be removed by conference staff.*
- You may also wish to bring copies of your poster or business cards to encourage colleagues to engage with your research. We are not responsible for supplemental materials that are not removed.

### Poster Take Down (5:00 - 6:30 p.m.):

- Posters must be **removed by 6:30 p.m.** the day of your scheduled poster session.
- *Any posters remaining on the poster boards will be removed and disposed of.*

### E-Poster Instructions:

Should you wish to provide an electronic version of your poster, you can do so by uploading your poster to your Colloquium abstract.

- Upload your poster as a **jpg image at least 1000 pixels by 1000 pixels (max 10MB)** no later than **18 September**.
- The poster **must** be a jpg image. *No other format will be accepted.*
- Log into your Colloquium account and go to My Submissions; select the appropriate presentation and click on the Edit tab to upload.
- The e-poster will only go live on the website on **25 September**.
- All posters are fully searchable online **after** 25 September, and contain the text, charts and graphics just as they are presented.
- Uploading your poster online greatly enhances your research exposure to your colleagues.
- *You must present your poster as a hard copy the day of your poster session. E-posters are NOT an alternative to presenting your poster at the Colloquium.*

\* The P1 poster session is the Meet the Entities poster session; the scientific/submitted posters start with P2