



AMERICAN
THYROID
ASSOCIATION
FOUNDED 1923

79th Annual Meeting of the ATA

Scientific Meeting: Wednesday through Sunday, October 1-5, 2008
Sheraton Chicago Hotel & Towers, Chicago
301 East North Water Street
Chicago, IL 60611

Instructions for Presenters

Oral Presentations

Each oral presentation receives a time and day for presentation in the acceptance e-mail. The audience includes clinicians in private practice, as well as clinical and basic science investigators. You have 10 minutes to present your study, followed by a 3-4 minute discussion. In your introduction, summarize recent findings relevant to the work that you are presenting. Make your slides so that viewers can read them from the back of the room. Give your power point to the audio visual technician 30 minutes before the session begins.

Poster Session Agreement & Guidelines

Each poster presentation receives a day for presentation in the acceptance e-mail. By submitting your abstract for review, you have agreed to be present at your poster during every designated poster session assigned by the Program Committee. Your presence at your poster to discuss your work with attendees is essential for the scientific integrity of the meeting. See the designated times below.

Poster Specifications

The poster board is a horizontal format about 3'6" high x 7'5" wide, not counting the frame. Prepare your poster materials before you come to the meeting, and mount each piece on a lightweight board. For the top of your poster, make a sign that includes your abstract's assigned program number, title, and authors. Viewers must be able to read your text and illustrations from distances of at least 3'-5'. Make the letters on your title sign at least 1" high. Use letters at least ½" high for all the rest of your poster materials; do not use solid capital letters.

Poster Presentations

Include a short "Introduction" and a "Summary of Conclusions." Keep tables, graphs, and illustrations simple. Make letters and lines heavier than you would for slides. Use color sparingly to add emphasis. Use matte rather than glossy photographs, to prevent glare. Include brief figure legends. Post an enlarged copy of your abstract for use by visitors who study your poster when you are not there. Photocopy small versions of your data on a single sheet, to give to interested visitors. If you bring your poster materials in a large mailing tube, please label the outside with your name, program number and the name of the meeting.

Display Location: See schedule below for the times you must be with your poster on your assigned day. Post abstract at 8:00 am in River Exhibit Halls A & B on the 1st level of the Sheraton Chicago on your assigned day and remove following last break of the same day.

The ATA accepts NO responsibility for the removal/storage of posters.

Poster Session Schedule: Thursday, October 2

9:00 am – 3:30 pm..... Exhibit Hall Open
10:00 am – 11:00 am... Poster Review & Break in Exhibit Hall
3:00 pm – 3:30 pm..... Poster Review & Break in Exhibit Hall

Poster Session Schedule: Friday, October 3

9:00 am – 3:30 pm..... Exhibit Hall Open
10:15 am – 10:45 am... Poster Review & Break in Exhibit Hall
2:00 pm – 3:00 pm..... Poster Review & Break in Exhibit Hall

Poster Session Schedule: Saturday, October 4

9:00 am – 12:00 pm... Exhibit Hall Open
10:30 am – 11:30 am... Poster Review & Break in Exhibit Hall