

LATE-BREAKING SCIENCE FORUM PRESENTATIONS

More information (including poster measurements) will be available under the “Information / Speaker Services” section of our website www.aua2009.org

Presentation Set-Up Details

All poster presentations will be set up in the session room. AUA staff will be available in the session room for assistance. Each poster has been assigned an abstract number, which is included in your acceptance letter and should be displayed on your poster. Posters must be removed at the end of each session. The AUA will not be responsible for posters that are not promptly removed.

If supplemental material is desired, you may provide information sheets to fellow conference attendees. Please make sure to remove these materials once you have completed your presentation. The AUA will not be responsible for materials left in the session room following your presentation.

POSTER PREPARATION TIPS:

1. DO prepare a sign for the top of your poster board indicating the abstract number, title of the presentation

POSTER PREPARATION TIPS:

1. DO NOT mount abstracts on heavy board (this does not hang properly).
2. DO NOT be arty or overly ornate (this distracts from impact of your information).
3. DO NOT use projection equipment (no electricity or equipment will be supplied).
4. DO NOT use transillumination (poster sessions are just what they mean).
5. DO NOT write or paint on the tackboard used as background for your poster (someone will be using the tackboard after you).
6. DO NOT use sticky tape to mount poster material (this will damage the board; pushpins will be provided).
7. DO NOT make posters elaborate or costly, although it is necessary for posters to be made professionally.
8. DO NOT consider posters as scientific exhibits (poster sessions consist of presentations that will be more effective using this format).

Equipment Provided:

The AUA will provide the following during the session:

1. One 4' high by 8' long tackboard mounted on a frame.
2. Pushpins (please leave pushpins on board at the conclusion of your session).

Suggestions for Construction of a Poster:

Some of the more inexpensive materials you may wish to use are:

1. Felt tip markers and pens
2. Construction paper in assorted colors (for borders, etc. to give emphasis)
3. Ribbon, string
4. Stencils
5. You may wish to have handouts prepared to take with you to the meeting.

Some color combinations that provide better contrast are:

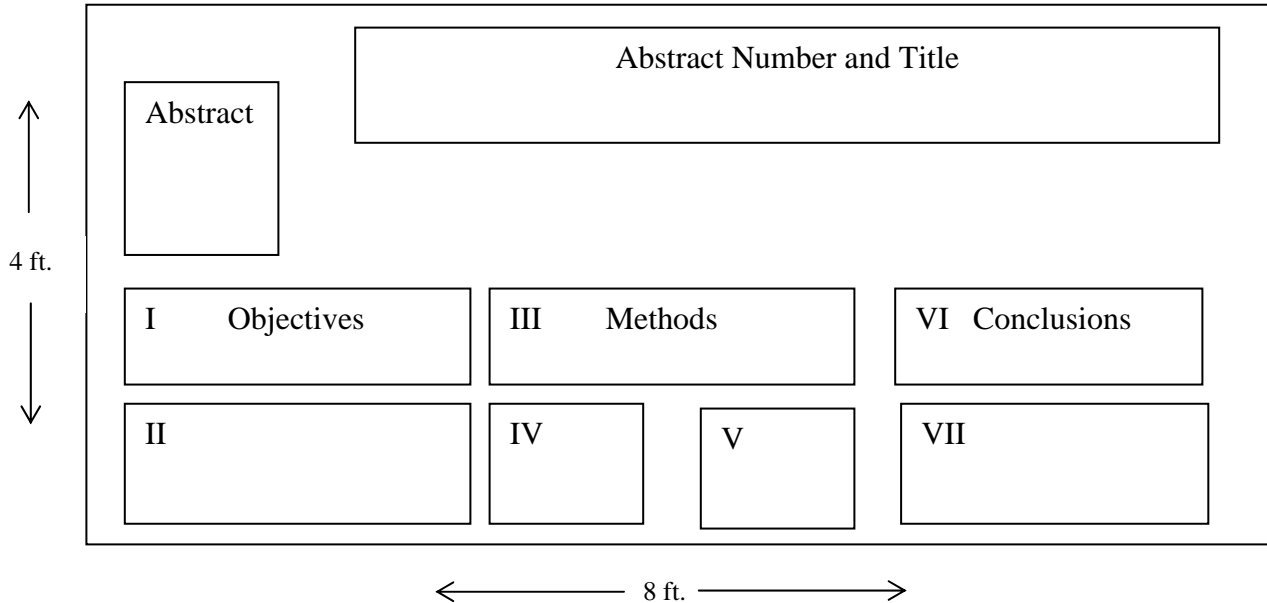
1. Black on yellow

and its authors. The lettering for this sign should be at least 1" high.

2. DO use block lettering (at least ½" high) for other portions of your presentation to add emphasis and easy readability.
3. DO use large typescript (using Bulletin type font) if posting a copy of your abstract.
4. DO keep illustrative material simple in using charts, graphs, drawings and pictures. Remember that illustrations must be viewed from 3 to 5 feet.
5. DO use matte (silk) finish for photographs. This will help diminish glare.
6. DO number each piece and put in place sequentially.
7. DO make captions brief, levels few and both clear.
8. DO make posters as self-explanatory as possible.
9. DO provide descriptive handouts if useful to attendees.

2. Black on orange
3. Green on white
4. Red on white
5. White on black

A suggested arrangement for easy viewing is illustrated below:



2009 Audio Visual Requirements

Each presenter is required to pre-submit slides to be shown during their 10-minute presentation (see A/V requirements below).

For the 2009 AUA Annual meeting in Chicago, the AUA requires that all participants use Microsoft PowerPoint for their presentations. 35 mm slide projectors will not be available. The use of MS PowerPoint ensures optimal presentation and an easy format for the speaker. It also provides attendees the excellence in quality they expect at AUA meetings.

******NEW****** – A/V technicians are unable to make changes to presentations in the session room. Updates to presentations may occur in the Speaker Ready Room W176 only.

The AUA has standardized the computer presentations at the meeting. Microsoft PowerPoint 2007 will be the standard software. If a presenter prefers software other than Microsoft PowerPoint, **they MUST contact James Bahner with FREEMAN AV at (214) 623-1363 ASAP to discuss their software needs.**

Presenters will **not** be allowed to use their own computers for presentations. One computer will be in each meeting room. All presentations will be loaded on this unit. Presentations **MUST** be turned in at the Speaker Ready Room. Technicians will load presentations for the speakers via the network connection from the Speaker Ready Room.

The AUA encourages advance submission of presentations to FREEMAN AV before arrival in Chicago. Advance submissions will be checked to make sure that the format is compatible with audio visual and computer equipment available in Chicago. These presentations may be accessed in the Speaker Ready Room and may be changed before the actual presentation. More information on this service will be sent in the coming weeks.

All presentations submitted to the Speaker Ready Room may use ONE of the following media:

- CD ROM
- DVD ROM
- USB memory stick

If the presentation cannot be transferred to one of the media listed above, the technicians in the Speaker Ready Room will transfer the presentation from your laptop at the meeting. The presentation must be IBM compatible. **NO MacIntosh programs will be accepted.**

Computers will be available in the Speaker Ready Room to make changes to presentations, print notes, and practice presentations. There will also be a CD-ROM burner available in the Speaker Ready Room to make final copies of your presentations.

Speaker Ready Room

For your convenience, a Speaker Ready Room will be provided during the 2009 Annual Meeting. The Speaker Ready Room will be located in Room W175 BC of McCormick Place Convention Center.

Hours of operation are:

Friday	April 24	(12pm-5 pm)
Saturday	April 25	(6 am-6 pm)
Sunday	April 26	(5 am-5 pm)
Monday	April 27	(5 am-6 pm)
Tuesday	April 28	(5 am-6 pm)
Wednesday	April 29	(5 am-4 pm)
Thursday	April 30	(5 am-9am)