A well-designed poster is eye-catching, attractive, and communicates information effectively and economically. The following guidelines have been prepared by the ASC to help you design and present your research poster. Keep in mind that this is a general guide.

**Please note:** Cancellation of your poster submission and/or not showing up at the Meeting with your poster will be noted and may affect the Committee’s future decisions of your abstract submissions. An author must be in attendance at the Meeting to claim an award.

**Meeting Registration & Travel**
Please be sure to visit the ASC Web site to review details, tools, resources, travel and hotel details.

*Early registration ends September 15th.*

**Disclosure of Commercial Affiliations**
As a provider accredited by ACCME, the American Society of Cytopathology Per ACCME, we need to pay close attention to our speakers and their disclosures of any possible conflicts of interest, especially employees of any possible commercial interests.

In order for sessions to run, while being compliant with ACCME, we need to confirm the content:

- will not relate to the business line or product of your employer
- promotes improvements in healthcare over any proprietary interest of your employer

In order to complete conflict resolution and be in compliance with the ACCME standards, the following steps are required:

1. Full conflict of interest disclosure should be made by the faculty prior to the presentation.
2. The presentation must be unbiased.
3. No marketing or sales information should be distributed or discussed during the educational activity.
4. Responses to questions from registrants that could be viewed a “sales” or “marketing” should be deferred until after the poster breaks.
5. A review of the eposter by the Scientific Program Committee ensures the unbiased approach and the objectivity of the abstract.
6. A member of the Scientific Program Committee attends the poster breaks to document that the above guidelines were followed.
7. Employees of an ACCME-defined commercial interest will be ineligible to deliver oral presentations if the CME content relates to business line or products of their employer.
8. To comply with more intense public scrutiny of CME and in compliance with the ACCME’s Content Validity Value Statements, a reviewer may assess your poster for three metrics: (1) fair balance, (2) the scientific objectivity of studies mentioned in the materials or used as the basis for content, and (3) appropriateness of patient care recommendations made to learners. If there are concerns identified by the reviewer, you will be contacted with these concerns for potential revisions. Therefore, please note that your eposter will be due to **ASC NO LATER THAN October 14th**, to allow for content review. Once content is approved, there should not be major changes in content to be uploaded as final file or used in a handout.

We believe that implementing the above will help is achieve both of our goals: to provide the highest quality of continuing medical education to our membership, particularly about the latest advances in technology in our field; and comply with the rigorous standards of the ACCME regarding commercial support and education.
In addition, every poster will receive a postcard tacked on to it onsite, containing author disclosures, stating whether or not a relationship exists that might be considered a conflict of interest. The postcard must be left on your board and in a highly visible area. If the Committee reviewing the posters does not see the disclosure postcard when reviewing, your poster will be disqualified from winning an award and noted to not be accepted in the future. If you have further disclosures than what was submitted, you must include them on your poster.

**Off-label Indications of Non-FDA approved products:** When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the presenter must disclose that the product is not labeled for the use under discussion or that the product is still investigational. This information should have been included on author disclosures submitted previously, as referenced above.

**Poster Creation Guidelines (eposter and onsite)**

**CONTENT**
- Include title, authors, author affiliations, email or other address, an introduction, a description of the materials and methods, results and conclusions.
- References and acknowledgements may also be included.
- Abstracts are essential and should be highlighted.
- Select only the most pertinent data to report on the poster.
- Presenters are encouraged to bring handouts that include the abstract and any supplementary information.

**TEXT**
- All text should be legible at a distance of 3 to 4 feet. Use at least a 24-point type size for the main text. The title type should be at least 1.5 inches high.
- Use upper and lower case type throughout the poster. ALL UPPER CASE TYPE IS MORE DIFFICULT TO READ.
- Serif fonts (such as Times) are generally easier to read in the body of the text. Sans serif fonts (such as Arial or Tahoma) are best used in titles, headings, and captions for emphasis.
- Use **bold** and/or *italics* for emphasis.

**GRAPHICS & ILLUSTRATIONS**
- The poster is a visual format. Use plenty of graphical elements.
- Keep graphics as simple as possible. More complex data can be presented in a handout.
- Photographs should be enlarged to be discernible at a distance of 3 feet and printed with a matte finish (to reduce glare). They are more effective when used sparingly.
- Do not use hand drawings.

**LAYOUT**
- Keep at least a 1-inch margin on all sides.
- The main body of the poster should be between waist and shoulder height. The title, authors and author affiliations should be higher.
- Paragraphs should be no longer than 10-20 lines long. Break up longer sections of text with graphics or bulleted lists.
- Arrows can be used to guide the reader's eye from one section to another.
- Use blank space to avoid a cluttered look, and to separate the elements of your poster.
COLOR

- Use color to emphasize elements and draw attention to your poster, but don't use too many different colors. Using colored borders can increase the poster's visual appeal.
- Text should be printed on a contrasting background (dark text on a light background, or light text on a dark background).
- Avoid harsh colors, such as neon.

PRESENTATION

Located at the Hilton Anatole in the Chantilly Ballroom
All posters will follow the schedule below (no multiple poster sessions).

Set-up:
*Friday, November 14th, 1:00 pm - 5:00 pm. All posters must be in place by 5:00 pm or they will not be considered for an award.*

Poster viewing:
(Poster Presenters are required to be at their poster during all Refreshment Breaks)
*Saturday, November 15th* l 10:00 am - 8:00 pm
Refreshment Breaks: 10:30 am - 11:00 am and 3:00 pm - 3:30 pm
*Sunday, November 16th* l 9:00 am - 4:00 pm
Refreshment Breaks: 9:30 am - 10:00 am and 3:30 pm - 4:00 pm

Dismantle:
*Sunday, November 16th, 4:00 pm - 7:00 pm. All posters must be removed by 7:00 pm or they may be discarded.*

Poster Boards

- Set up the poster on the board with the number that corresponds to number of your presentation as it appears in the program. Leave the disclosure cards in plain view (don't hide with poster).
- Boards measure 4' x 6' (a border around the perimeter of the board leaves a slightly smaller surface area of 45” x 69”).
- The Posters Boards will require you to use push pins, some push pins are supplied; however, you are encouraged to bring your own.

4 x 6 Poster Board

**e-POSTER**

**DEADLINE: ALL E-POSTERS MUST BE UPLOADED BY 12:00 midnight Eastern time on OCTOBER 14, 2014**

**IMPORTANT:**
- Submitting your e-poster does NOT replace you going to the Meeting. You MUST still attend the ASC Annual Meeting to post your printed poster and stand alongside it during the Refreshment Breaks for questions.
- Your poster must be a JPG, JPEG, GIF or PNG file format; MAX size 20 MB.
- You’ll receive an email from the ASC; noting YOUR PLATFORM/POSTER # (in parenthesis before your title). If the number has "PP" in it, it is a platform. This same email will have a poster specific link to upload the eposter (each link is specific to a poster).

PREPARING AND UPLOADING AN E-POSTER
Preparing an e-poster is simple. An e-poster is an electronic format of your poster board for 24/7 access via self-directed learning from any laptop or other computer with Internet access. Most presenters use the same single summary slide file that they prepare for the master copy of their board poster. You can also upload an early version and then replace the file as the Meeting nears. It would be appreciated to get a file up by the deadline, so the email to registrants has your work on it! But, the link will NEVER close, so please upload at your earliest convenience, but also know you can re-upload later.

Continuing Education
Continuing Medical Education (CME): The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.
The American Society of Cytopathology designates this live activity for AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.
Continuing Medical Laboratory Education (CMLE)
The ASC designates this activity for Continuing Medical Laboratory Education (CMLE) credit hours for non-physicians. The CMLE credit hours meet the continuing education requirements for the ASCP Board of Registry Certification Maintenance Program. Participants should claim only the credit commensurate with the extent of their participation in the activity.

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