

## **INSTRUCTIONS FOR MONDAY THROUGH WEDNESDAY POSTER PRESENTERS**

Please save this important email. Deadline for editing your abstract is  
Friday, December 2, 2016

### **Instructions For Editing Your Abstract**

It is important that you follow the instructions below to edit your abstract. Your abstract will be published in the Final Program and appear on our website. If you do not edit your abstract, we will use your original submission. Upon entering your password, you will find your abstract. You may edit only the body of your abstract; all other fields are not available for changes. You may return to this site as often as you like to edit your abstract prior to the deadline of December 2, 2016. You may use a maximum of 2500 characters, including spaces, in your abstract text. Do not insert the title or author information in the body of the text.

When editing your abstract, keep in mind that special characters (such as Greek letters and symbols) and formatting (such as subscripts, superscripts, or bold) will not transfer when entered from your processor. You will have to replace special characters by using the special character field. When you have completed your extended abstract, please view and print the final “proofing screen” for your records.

You may add one figure in the form of an image, a graph, or a table to your abstract. The file format you submit should be sized and in print-ready format. The figure must be saved in the size of 3 inches width and 2 inches height. Any figures not saved to these specifications will appear “cut off” when printed. Include the caption as a part of your figure. The text in your figure should be large enough so that it is readable when sized to 3 inches width and 2 inches height.

### **General Information**

If you need to withdraw your abstract/poster, you must email [program@pittcon.org](mailto:program@pittcon.org). Failure to notify us will result in your name being added to a list of “no show” authors. These authors are banned from presenting a poster or paper at the Pittsburgh Conference for 2 years. Only the first author on the abstract can make the withdrawal request.

### **Morning Posters - Monday through Wednesday**

All posters will be on the Exposition Floor, 2500-2600 Aisles. You cannot get onto the Exposition Floor until after 9:00 AM and must have a registration badge on to enter the Floor. Posters are to be mounted by 10:00 AM and remain on display until 4:00 PM. **Authors will represent their posters from 10:00 AM - Noon**

You must be at your poster for the designated times – if your poster is on display and you are not present to represent it, the poster will be removed and you will be noted as a “no show” author and will be banned from presenting at Pittcon for 2 years. We must also be notified if there is an author change – [program@pittcon.org](mailto:program@pittcon.org)  
The presenting author is the only person that can make requests for author changes or withdrawals.

### **Afternoon Posters - Monday through Wednesday**

All posters will be on the Exposition Floor, 2500-2600 Aisles. You cannot get onto the Exposition Floor until after 9:00 AM and must have a registration badge on to enter the Floor. Posters are to be mounted by 10:00 AM and remain on display until 4:00 PM. **Authors will represent their posters from 1:00 – 3:00 PM**

You must be at your poster for the designated times – if your poster is on display and you are not present to represent it, the poster will be removed and you will be noted as a “no show” author and will be banned from presenting at Pittcon for 2 years. We must also be notified if there is an author change – [program@pittcon.org](mailto:program@pittcon.org)  
The presenting author is the only person that can make requests for author changes or withdrawals.

Your abstract will appear in the Final Program, Mobile App and on our website.

The Pittsburgh Conference provides **no financial support or registration** to authors of poster papers. Pre-registration and housing forms are included in the Preliminary Program and on our website, [www.pittcon.org](http://www.pittcon.org). It is recommended that you complete and return these forms as soon as possible.

For questions, email: [program@pittcon.org](mailto:program@pittcon.org)