

## **INSTRUCTIONS FOR TUESDAY THROUGH THURSDAY POSTER PRESENTERS**

Please read and save this important information.  
*The deadline for editing your abstract is Friday, December 7, 2018.*

### **Instructions for Editing Your Abstract**

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It is important that you follow the instructions below to edit your abstract. Your poster abstract will appear on the Mobile App and on our website. If you do not edit your abstract, we will use your original submission. 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 8, 2017. 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 properly as entered. 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 wide and 2 inches high. 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 wide and 2 inches high.

### **General Information**

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If you need to withdraw your poster abstract, 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 at the Pittcon for 2 years. Only the first author on the abstract can make the withdrawal request.

***NEW THIS YEAR: You must check in with our staff at the help desk for your poster materials before you hang your poster.***

Tuesday – Thursday posters will be on the exposition floor, in the back of aisles 1500-2300.

***Morning posters*** - You can hang your posters from 9:00 AM to 10:00 AM. You are to be present at your poster(s) from 10:00 AM – 12:30 PM.

***Afternoon posters*** - You can hang your posters from 1:00 PM to 2:00 PM. You are to be present at your poster(s) from 2:00 PM – 4:30 PM.

The Technical Program Committee will dispose of any posters that have not been taken down 30 minutes after the designated display time (by 1:00 PM and 5:00 PM).

You must be at your poster the entire designated time – if your poster is on display and you are there to represent it, the poster will be removed and you will be noted as a “no show” author. These authors are banned from presenting at Pittcon for 2 years. We must be notified if there is an author change by sending an email to [program@pittcon.org](mailto:program@pittcon.org). The presenting author is the only person who can make requests for author changes or withdrawals.

Poster setup instructions are located on our website under Technical Program, Author Instructions.

### **Registration and Reimbursement**

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The Pittsburgh Conference provides no financial support or complimentary registration to poster authors. Registration and housing information is available on our website, [www.pittcon.org](http://www.pittcon.org).

You can obtain a Visa invitation letter to attend Pittcon when you register for the conference. There is a box to check for the invitation. Registration is now open. If you have questions, please email [program@pittcon.org](mailto:program@pittcon.org).