

## INSTRUCTIONS FOR SUNDAY POSTER PRESENTERS

### **How to Increase Attendance at Your Session**

- Notify your contacts about your session at Pittcon 2020 via email, website post, or on social media.
- Create a flyer for your session to post or circulate at your institution.
- Your session will be listed on the Pittcon 2020 Mobile App. Remind your contacts to add your session to their Pittcon Agenda.
- Ask your contacts to invite *their* contacts to see your presentation.

### **General Information**

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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.

Sunday posters will be on display from 1:30 PM to 7:30 PM with authors present and representing their posters from 5:30 PM to 7:30 PM. The Technical Program Committee will dispose of any posters that have not been taken down 30 minutes after the designated display time (by 8:00 PM). All Sunday posters will be in the Skyline Ballroom.

You must be at your poster the entire designated time – if your poster is on display and you are not there, 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 Sunday 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).