CSRS Speaker Resources

Annual Meeting Virtual Poster Guidelines & Deadlines

The CSRS Annual Meeting Program Co-chairs have elected to have a select number of abstracts presented in a Virtual Poster Hall. Virtual/electronic posters are similar to traditional paper posters but displayed online via the Annual Meeting platform. They do not require printing or production of materials. Virtual poster presenters may also include a three-minute audio recording explaining their poster. Poster presenters will not have specific presentation times; however, CSRS requires each Presenting Author to attend the Annual Meeting in-person.

It is the responsibility of the Presenting Author to let CSRS know if this abstract is accepted for presentation at another conference or for publication prior to the 52nd Annual Meeting. CSRS does not allow Virtual Posters on work that has been previously presented or published.

Poster Presenter Key Dates and Deadlines:

Updated Disclosure Form & Non-exclusive License Agreement Due Upon Acceptance of Virtual Poster Invitation

All individuals included in the accepted abstract author list are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting.

The CSRS CME Accreditor has the right to decline an author's ability to represent a poster if an unresolvable conflict is found with an author's financial disclosure form.

Preliminary Poster Upload for CME Review Deadline: Wednesday, October 30 at 11:59 PM Central Time

After reviewing your preliminary poster, moderators may request changes if they see any possible CME conflicts. You will be notified by **Thursday, November 14** if any changes are required.

Presenting Author Change Deadline: Monday, November 4 at 11:59 PM Central Time

If an abstract Presenting Author can no longer attend after officially accepting the invitation, it is his or her responsibility to find another individual from the original author list to present. Only individuals on the original submitted author list are allowed to present. **All changes must be communicated to CSRS via email to Maria at mrwendelberger@csrs.org by Monday, November 4**. After this date, presenter changes will not be noted in the final program or abstract book. If no one from the author list can attend the meeting in-person to represent the virtual poster, the abstract will be removed from the program.

Multiple Presentation Policy: Individuals may present no more than **two** presentations in total at the Annual Meeting (two podium presentations, two virtual posters, or one podium presentation and one virtual poster). Authors with more than two accepted podium presentations or virtual posters must have a co-author present in their place. If no one from the original author list can attend the meeting in-person to present or represent the virtual poster, the abstract will be removed from the program.

Presenting Author Registration Deadline: Tuesday, November 5 at 11:59 PM Central Time

You will be notified when registration for the 52nd Annual Meeting opens on Thursday, September 5. All Presenting Authors must register for the Annual Meeting by Tuesday, November 5 at personal cost.

CSRS Hotel Housing Block Close: Monday, November 18 at 11:59 PM Central Time

A block of rooms has been reserved at the Sheraton Grand Chicago Riverwalk. Discounted room rates are available until Monday, November 18. After this date, rates may increase at the discretion of the hotel, and CSRS cannot guarantee you will be able to reserve a room. Please make your reservations in a timely manner. The link to the hotel website can be found on the CSRS website, or you may use this link: Book Hotel Now

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Final Poster and Audio Upload Deadline: Sunday, December 8 at 11:59 PM Central Time

Your final Virtual Poster and audio file must be uploaded to the Speaker Portal by Sunday, December 8. If you do not upload by the deadline, your abstract will be removed from the program and its official status will be changed to "rejected" in all CSRS records.

Please see the below information regarding the creation and formatting of your Virtual Poster.
NOTE – only Virtual Posters that fit the following parameters will be posted on the meeting platform.

General Information:
- Only PDF file types will be accepted.
- PDF Posters must be kept to one page per abstract.
  - **Do not submit a PowerPoint presentation with multiple slides.** The Virtual Poster should be created in PowerPoint as a single slide, then saved as a PDF file.
- Final PDF Posters must be kept to a maximum file size of 10 MB or smaller.
- Virtual Posters must include the corresponding abstract as accepted, without changes.
  - ***Please ensure poster content is scientific in nature and refrain from including marketing or promotional materials.***
- Do **NOT** include dynamic content (video, animations, etc.).
- Optional: Audio recording files must be kept to a maximum of three minutes in length.
  - Audio recordings must be mp3, mp4, and mpa files only.

Creative and Design Elements:
- Design in PowerPoint using landscape/widescreen format in 16:9 ratio to allow for maximum visibility after conversion to PDF file.
- The suggested resolution for images is 300 dpi.
- Convert your *one* PowerPoint slide into PDF format in the "Save As" function.
- It is strongly recommended to use a clear typeface (Arial, Arial black, or Calibri for example).
- Provide clear labels or headings for each section of your poster to avoid confusion.
- On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan, etc.).

Advice:
- To check that your images appear correctly on the final version, adjust the zoom to 100% and check all images, pictures and graphs.
- It is better to use high-quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- Avoid using red or green in fonts or backgrounds, as they are colors that can be difficult for those with visual impairments.
- Avoid stretching the images manually as they will lose quality once zoomed in.
- Avoid full width sections; these are very difficult to read when divided as a section, even zoomed in.

For additional information and visual examples, please visit:
https://www.cdc.gov/pcd/for_authors/visual_abstracts.htm