

## Frequently Asked Questions

### **What if I need to make changes after submitting my abstract?**

You can update and change your information in your presentations until the **February 28, 2018** deadline for abstract submission.

If you need further assistance, please contact *AAOMP President-Elect Dr. Robert Foss* at [rdforalpath@gmail.com](mailto:rdforalpath@gmail.com) or *IAOP Abstract Reviewer, Merva Soluk Tekkesin* at [msoluk@istanbul.edu.tr](mailto:msoluk@istanbul.edu.tr) and please be sure to reference your Paper ID number and title in any and all correspondence.

### **How can I get a letter of invitation to the meeting?**

Please use the abstract acceptance letter emailed to you. All researchers listed on your abstract submission are named on the letter.

If you need further assistance, please contact *AAOMP* at [info@aaomp.org](mailto:info@aaomp.org) or for *IAOP*, *Sonja Boy* at [Sonja.iaop@gmail.com](mailto:Sonja.iaop@gmail.com)

### **Do I have to register for the meeting to present a poster or oral essay?**

Yes, you have 10 days from the date your abstract is accepted to register for the Meeting. Failure to do so will result in your submission being removed from the program.

### **What are the dimensions my poster can be?**

Please refer to the abstract guideline grid below.

### **What is the length of time I have for my oral presentation?**

Please refer to the abstract guideline grid below.

## Abstract Guidelines

**Your submissions can be no larger than 300 words.**

### Poster Presentations

The dimension of the poster easel is 8 feet wide (244 cm) by 4 feet high (122 cm).

Therefore the suggested poster size is a maximum of 47 inches (119 cm) wide/horizontal by a maximum of 42 inches (106 cm) high/vertical (a landscape format). Each easel therefore will hold two posters.

Your display should include the title, author(s), and your abstract.

You have complete freedom to display your information as text, figures, tables, and photographs. Suggested guidelines for organizing the presentation would include abstract, introduction, brief description of procedures and materials, results, and discussion as topic headings. Trade names may be initially defined, but generic names should subsequently be used throughout.

The poster must cover the same material as your approved abstract.

You must set-up and take-down your poster during the designated times as indicated in the letter you will receive by email when your abstract is approved.

Room assignments, including your poster number, will be published on the meeting web site.

The final letter you receive regarding your abstract will detail when you must be in attendance at your poster.

Pushpins and thumbtacks will be provided at the meeting for mounting your poster. You cannot use Velcro, tape or staples to mount your poster.

Posters should remain up until the time specified.

The AAOMP/IAOP will not be responsible for posters and materials left on poster boards after the stated hours.

### Oral Presentation

Twelve minutes are allowed for the oral presentations, which includes time for any questions from those in attendance. Therefore, you should plan your formal presentation to last approximately 10 minutes. This will allow the program to remain on schedule should any questions be asked. Strict adherence to time limits is mandatory as a courtesy to those that follow, and will be strictly enforced.

Presentations must be submitted in digital format as indicated in the final acceptance letter.

Room assignments, including oral presentation number, will be published on the meeting web site.