



ACFAS Onsite Poster Presentation Guidelines

- **Registration for the Conference**—**At least one of the poster authors must register for and attend the Conference**; there is **NOT** a discounted registration fee for poster authors / presenters. You may register online at the current registration fee. After January 28, 2019, on-site registration fees apply.
- **Poster pick up** will be located at the registration desk on **Wednesday, February 13, 2019** from **1:00 - 6:00 pm** and on **Thursday, February 14, 2019** from **7:00 - 9:30 am**.
(Only pertains to those who used the poster printing service – Call4Posters™)
- **Poster Exhibits** will be located in the ACFAS exhibit hall at the Ernest N. Morial Convention Center.
 - **Poster set up** will be on **Wednesday, February 13, 2019** from **3:00 - 6:00 pm** or **Thursday, February 14, 2019** from **7:00 – 10:00 am**.
 - Posters must be up by **10:00 am on Thursday, February 14, 2019** or they will not be included in the judging.
 - Display your poster on the **assigned poster board**; failure to do so will result in your poster being eliminated from the competition.
 - **Important Note:** The ACFAS is not responsible for any lost or damaged posters that are displayed in the Annual Scientific Conference exhibit hall.
- **One author per poster is invited to be present at their poster on Thursday, February 14, 2019 and Friday, February 15, 2019** from 1:00 – 2:00 pm to answer questions about their research.
- **Plan to attend the ACFAS Honors and Awards Ceremony** (12:00 Noon–1:00 pm on **Friday, February 15, 2019**) where competition winners will be announced, and awards will be presented. **The ACFAS requires that at least one of the authors be present to accept the award** (or the financial award will be forfeited).
- **Posters must be taken down between 2:00 and 4:00 pm on Saturday, February 16, 2019.**
Important Note: The ACFAS cannot be responsible for posters that are left in the exhibit area after 4:00 pm on Saturday. The poster area will be dismantled Saturday afternoon and materials not picked up by poster exhibitors will be removed and may be discarded.