

## 2026 ACFAS Poster Exhibits Guidelines (Policies & Instructions)

**Poster Grand Rounds:** Submit your research for consideration to present at the **Annual Scientific Conference, February 23-26, in Las Vegas, NV**. Online submission system at [acfas.org](https://www.acfas.org). Remember, not all submissions are accepted.

### IMPORTANT DEADLINES

#### Abstract Submission Deadline: October 21, 2025

The online poster abstract submission site will close at 11:59 pm Central Time. **No extensions** of this deadline will be granted. No edits can be made online after an application/abstract is submitted.

**Notification regarding acceptance of posters** will be e-mailed by **December 19, 2025**.

**Important! *Before you begin your submission, carefully review the following policies and instructions.*** Failure to adhere to the Guidelines will result in your poster submission being disqualified.

### Policies Governing Poster Submissions – The Do's and Don'ts

Do's	Don'ts ( <i>may result in decline/disqualification</i> )
Submit original research ( <i>not previously published OR displayed elsewhere prior to the ACFAS Annual Meeting</i> ).	Submit a Literature Review (see page 3 for details)
Submit completed studies only.	Submit the same topic for oral presentation (manuscript/abstract) also as a poster.
Include "Level of Evidence" in the online submission. (See Chart on Page 4)	Use any commercial terminology. ( <i>company/product name</i> )
Complete Financial Disclosure – Financial Conflict/Duality of Interest Disclosure.	Display any logos on the poster other than the names of hospital/practice, residency, or school/student club.
Must register at least one of the poster authors to attend the Annual Conference to participate and have poster displayed.	Make any title or author changes on your printed poster that are not listed in your detailed abstract (Research changes are not permitted after abstract submission.)

Posters will be categorized into one of the following classifications:

Arthroscopy	Neurological/Peripheral Nerve Disorders
Biomechanics and Anatomy	Physical Therapy/Rehabilitation
Diabetic Foot	Rearfoot and Ankle Reconstruction
Epidemiology/Population Study	Trauma
Forefoot Reconstruction	Wound Care/Infectious Disease
Orthotics/Prosthetics/Pedorthics	Soft Tissue/Tumor

Abstracts will be reviewed to determine if the poster meets ACFAS standards for presentation. Accepted abstracts are part of the judging process for the poster competition. Not all submissions are accepted.

## 2026 ACFAS Poster Exhibits Guidelines (Continued)

### Helpful Hints:

- Determine the lead/primary author before submission.
- Select the correct level of evidence for the case or scientific study. (i.e., is your study randomized, double blinded or a case series?)
- Number references consecutively in the order of their first use in the text (not alphabetically).
- Make sure pictures and graphs are legible and clear.
- Keep captions and all posted written material to a minimum.
- Use appropriate color combinations. For instance, do not use yellow or red on a blue background.
- Handout material may be provided by the author(s).

### Acceptance Notification and Correspondence

Correspondence will be sent to the correspondent author (the person identified in the submission as the correspondent author). **Although, it is the correspondent author's responsibility** to communicate all pertinent information to their poster team, ACFAS may correspond with all authors.

- The **title** of your poster will appear in the conference app and poster hall location name plate exactly as entered in the submission portal – make sure that the title you submit is the final version you want (Check spelling, punctuation etc.).
- **Poster authors** will be listed in the Conference app in the order they are listed in the submission portal – be sure to add any/all credentials!
- Original research submitted during the abstract submission must be on your final poster; research changes are not permitted, any changes on your poster will result in disqualification.
- Once a poster abstract is submitted:
  - Poster titles cannot be changed.
  - Additional authors cannot be added; author names cannot be changed.

### Disclaimer:

The ACFAS Board of Directors, members of the Judging Panel, chair of the Annual Scientific Conference, or employees/independent contractors of the College are ineligible to participate in the ACFAS Annual Scientific Poster Exhibit Competition; with the caveat that residents supervised by the above-mentioned parties may participate, but the above-mentioned parties may not receive any monetary award.

The ACFAS does not endorse any procedures/treatments represented in the posters displayed in the Annual Scientific Conference Poster Exhibit.

The ACFAS is not responsible for any lost or damaged posters that are displayed in the Annual Scientific Conference exhibit hall. **ACFAS is also not responsible for any posters left behind in the exhibit hall area after 2:00 pm on Friday, February 26, 2026**

The ACFAS reserves the right to remove from the exhibit hall any poster displaying any commercial terminology, e.g. company/product names, logos other than the names of hospital/practice, residency, or school/student club.