Dear Conference Sponsors and Exhibitors,

Thank you for your interest in Cambridge Innovation Institute's poster sessions. If you are interested in presenting a poster at the upcoming event, please see the information below.

I am a sponsor/exhibitor. How do I present a poster?

-Abstracts are due approximately 6 weeks prior to a conference. (The specific deadline is available on the conference website.)

-For some conferences, posters are presented only during one selected poster session. Please check the specific conference's poster page for restrictions.

-Before the deadline, email jring@cambridgeinnovationinstitute.com to request instructions for submitting the abstract. Include the name and contact information for the presenter and specify which conference the poster is for. If you wish to present more than one poster, please specify the quantity. (Please note, depending on space availability, we may limit the poster quantity to one per person or a maximum per company.)

-Submit sponsor/exhibitor registrations for attendee passes per your agreement. The poster presenter should use a full-access pass, not a booth-only pass.

-A unique abstract submission link will be emailed to the presenter. Use the link to submit the abstract by the poster deadline. We will continue to send email reminders until the abstract has been received. Late submissions may not be approved.

-Print your poster at the correct size. See size requirements.

-Bring your poster to the conference.

Abstracts received and approved by the deadline will be included in the conference materials.

What are the guidelines?

Disclaimer:
We reserve the right to publish your poster title and abstract, in whole or in part, in any marketing materials or products, including but not limited to conference brochures, websites, program guides, speaker presentation links, CDs, DVDs, mobile phone apps and social networking sites.

* *Please verify your content has proper patent and/or company approvals prior to submitting an abstract.*

Approval Guidelines:
1. Your registration must be paid in full and your abstract received by the conference's poster deadline to be considered for a poster presentation.
2. Abstract content should be scientific and relevant to the conference topic. *Advertisements or solicitations will not be approved.*
3. We do not have a strict word limit. Abstracts should be one page printed type and should include the poster title, co-authors and their affiliations, identifying each co-author to a particular affiliation with brackets, parentheses or similar.
4. **Uploaded content converts to plain text.** Most characters/symbols (i.e. Greek letters, accent marks, Trademark or Registered symbols) do not translate well to our system and should be substituted with the English equivalent or left out. Any text following a caret symbol ^ will not be uploaded. Subscript and superscript should be plain text and enclosed in brackets, i.e. IC[50]. Tables (even tabbed columns) do not translate at all and should be limited to a single column list or left out completely. Images should also be omitted and will be removed if included. Feel free to include these items in your actual poster.

Approval letters will be emailed one to three weeks after the poster deadline. *Notification can be sent earlier upon request.*

What are the Poster Size Requirements?

It is important that your poster is printed at the correct size for your specific event. Oversize posters will not fit. Please check the individual conference's website poster page for the correct size for your event. *The correct size will also be included with your poster approval notice. The sizes below are only a guideline.*
USA: Posters should be portrait (vertical) orientation with maximum dimensions of 36 inches wide (3 feet) x 48 inches high (4 feet)
Europe and Asia: Posters should be portrait (vertical) orientation, ISO paper size A0: (841 mm wide x 1189 mm high) or (33.11 inches wide × 46.81 inches high).

Where does the presentation take place?

-Poster sessions usually occur in the exhibit hall. We do not assign specific time slots for individual poster presentations. Posters are accessible to attendees during the exhibit hours. Poster viewing and presentations generally occur during all refreshment breaks.

-You are responsible for transporting your poster to the conference and setting it up, which occurs during onsite registration. There are no printing facilities onsite. Posters are affixed with pushpins to the poster board. You are encouraged to bring a small supply of pushpins, as conference staff sometimes runs out of them. Velcro may also be used. Additionally, you are responsible for removing your poster from the exhibit space in a timely manner. **We are not responsible for posters remaining in the exhibit space once the poster session closes.**

We look forward to having you at our conference. Please let me know if you have any questions.

Kind regards,

Jamie

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Poster Coordinator/Client Relations Representative

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