

## INFORMATION FOR ACG 2021 POSTER AUTHORS

Please carefully review the information on all pages.

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Congratulations on having your abstract accepted for poster presentation at the ACG 2021 Annual Scientific Meeting! ACG 2021 will be a hybrid event. Posters will be presented BOTH in-person in Las Vegas, as well as online in the ePoster Hall during and after ACG 2021.

**ALL Poster Presenters are REQUIRED to present their posters in-person in Las Vegas, as well as upload an ePoster to the virtual ePoster Hall along with a 3-minute narration.** Presenters who are unable to travel to Las Vegas in October due to institutional travel restrictions are required to 1. attest to the institutional travel restrictions, 2. submit a copy of the institution's current travel restriction policy, and 3. keep that information current in the poster acceptance system (presenters can update their information at any time if their institution's travel policy changes before the meeting).

### In-Person Posters

As a reminder, there is NO mechanism for changing the date of an in-person poster presentation. Please note that you agreed at the time of submission that your work would be presented if accepted. If you are unable to present your poster on the date that has been assigned, you MUST designate another author or a colleague who is attending the meeting to present in your place. At least one author must be present during the 75-minute period authors are required to stand with their posters.

Printed posters must be displayed for the full duration of the daily scheduled poster viewing hours. Presenting authors must physically stand at their poster board for the scheduled 75-minute presentation time.

### ePoster Virtual Posters

**In addition to displaying a printed poster at ACG 2021 in Las Vegas, Poster Presenters are also required to create an ePoster for inclusion in the ACG 2021 virtual ePoster Hall.** Please note that you agreed at the time of submission that your work would be presented if accepted. Just as for display of physical posters at the in-person meeting, if you fail to provide an ePoster by the **October 8 deadline**, your actions will be considered a serious breach of scientific and professional standards and may result in your submissions not being considered for future ACG meetings. Any author who cannot provide an ePoster file due to extenuating circumstances must notify ACG via email to [abstracts@gi.org](mailto:abstracts@gi.org), prior to the meeting.

Please review the following pages for complete details on designing, printing, and displaying a physical poster, and designing and recording a digital ePoster.

Questions? Email ACG at [abstracts@gi.org](mailto:abstracts@gi.org)

American College of Gastroenterology, 6400 Goldsboro Road, Suite 200, Bethesda, MD 20817 • [gi.org](http://gi.org)

## Poster Design

Poster should be sized to fit within a 6 ft wide x 4 ft high (183 cm wide x 122 cm high) poster board.

**General Recommendations:** The design of an effective poster is a demonstration of your ability to communicate your research results. A good poster requires considerable forethought and attention to detail. In designing your poster, please remember that your scientific message must be legible and clearly stated.

The major criticisms of poster sessions at past meetings have been: (1) inability to read the poster from a distance; (2) too much information presented; (3) objectives and conclusions not clearly stated; and (4) author not available during designated times to answer questions.

Poster presenters interested in an alternative to the traditional poster design are encouraged to view Mike Morrison's video ([youtube.com/watch?v=iRwJbhkCA58](https://www.youtube.com/watch?v=iRwJbhkCA58)) on how to create research posters designed to enhance the transmission of key findings and investigator-attendee engagement. The author has also made high-quality poster templates available (PNG and PPTX) at no charge at <https://osf.io/ef53g>.

**Research-Based Posters:** The background should contain 3 to 5 short sentences outlining the information necessary to understand the research and why it was done. The aims of the study, the questions to be asked or the hypothesis to be tested, should be clearly stated in as few words as possible. Outline your methods briefly and provide details only for new methods or important modifications of older ones. Results should be presented as graphs or charts. Provide a legend to explain symbols or other details. You may want to also provide an interpretation of the results below each panel. The conclusion(s) should be clearly stated in large type. Many viewers read this first, so it should be easy to understand. If any unapproved or off-label use of a product is to be referenced in your poster presentation, you are required to clearly delineate that the product is either investigational or it is not labeled for the usage being discussed.

**Case-Based Posters:** Clinical vignette/case report posters should provide a narrative about the case or cases (brief introduction, detailed case description, discussion of the findings or outcomes), and can include supportive images such as relevant lab or test results. If any unapproved or off-label use of a product is to be referenced in your poster, you are required to clearly delineate that the product is either investigational or it is not labeled for the usage being discussed.

**Posters in the Endoscopy Video Forum Category:** The poster should be based on the video and the narrative abstract originally submitted to ACG. You may wish to include screenshots from your actual video and a URL that attendees can use to watch your video. Please read the section above about clinical vignette/case report posters for additional design suggestions.

## Printing Your Poster, Picking it Up, or Having it Hung at ACG 2021

Poster authors have the option to order their printed poster through the scientific poster printing service, Genigraphics, a cost-effective solution for printing and shipping posters directly to ACG 2021. This year, ACG is pleased to announce a new poster services which is the popular poster hanging service offered by Genigraphics. If you will be hanging your poster yourself, you can pick it up at their poster pickup desk adjacent to the ACG Registration area, located in the Mandalay Bay Ballroom Foyer - Level 2 - in the South Convention Center of the Mandalay Bay Resort. Poster pick-up times are: Saturday, 12:00 pm - 4:00 pm; Sunday, 10:00 am - 4:00 pm; Monday, 7:30 am - 3:00 pm; and Tuesday, 8:00 am - 12:00 pm. Poster hanging can be ordered when you order your poster printing. For free templates, pricing, and ordering of poster services, visit [www.genigraphics.com/ACG](http://www.genigraphics.com/ACG).

## Creating and Uploading Your ePoster File

ALL Poster Presenters are REQUIRED to present their posters in-person in Las Vega and provide an ePoster for the virtual ePoster Hall along with a 3-minute narration.

The ePoster file must be a PDF file. If you use PowerPoint to create your ePoster, you must submit a PDF of the file, not a native PowerPoint PPT or PPTX file.

The ePoster should be in landscape orientation with a screen or aspect ratio of 16:9 (aspect ratio is the ratio of width to height). This can be set in PowerPoint by selecting Design from the menu, then Slide Size, then Widescreen.

Fonts should be sans-serif (e.g., Arial, Calibri, etc.), and the font size should not be smaller than 6pt.

Please note that the PDF format does not support either video or animation functionality.

The complete poster is limited to **one slide only**. That means one single page for your PDF file.

To ensure the best screen quality, the PDF file should be saved at the highest resolution possible.

To submit your PDF file, login to the ACG 2021 Poster Presenter Management Site, and use the “Upload Your Poster” task. [The deadline to upload posters is Friday, October 8.](#)

## How to Record Audio for Your ePoster

In addition to providing an ePoster, presenters are required to record a 3-minute audio accompaniment explaining the work detailed in the poster. Once the ePoster file is uploaded, you will be able to record audio for it. Meeting attendees will hear the audio when they view the ePoster.

To record, login to the ACG 2021 Poster Presenter Management Site, and use the “Record Poster Audio” task. You will only be able to record audio after uploading the poster PDF file. [The deadline to record audio is Friday, October 8.](#)

## Displaying Your Printed Poster at ACG 2021

Posters should be sized to fit within a 6 ft wide x 4 ft high (183 cm wide x 122 cm high) poster board. All Poster Sessions will take place in the Shoreline Exhibit Hall (Level 2) in the South Convention Center of the Mandalay Bay Resort. Each presenter is responsible for putting up and removing his/her own poster. Each poster board will have a printed number that corresponds to an assigned poster number. Push pins will be provided. Posters must be displayed according to their scheduled day (see page 1). If you arrive at the meeting and do not know your poster’s assigned ID number, use the meeting app or website to search for your poster.

Reminder: Poster presenters must have a registration badge to enter the Exhibit Hall, as it will not be open to attendees during the poster set-up times. Registration badges can be picked up at ACG Registration, which will be located in the Mandalay Bay Ballroom Foyer - Level 2 - in the South Convention Center of the Mandalay Bay Resort.

All Poster Sessions will take place in the Shoreline Exhibit Hall (Level 2) in the South Convention Center of the Mandalay Bay Resort, 3950 S. Las Vegas Blvd, Las Vegas, NV.			
<b>POSTER DISPLAY</b>	Sunday, October 24	Monday, October 25	Tuesday, October 26
Poster set-up	1:30 pm - 3:30 pm	8:30 am - 10:30 am	8:30 am - 10:30 am
Exhibit Hall open	3:00 pm - 7:00 pm	10:00 am - 4:45 pm	10:00 am - 4:30 pm
Poster viewing hours	3:30 pm - 7:00 pm	10:30 am - 4:15 pm	10:30 am - 4:00 pm
Presenters must stand at their posters	5:15 pm - 6:30 pm	1:00 pm - 2:15 pm	1:00 pm - 2:15 pm
Poster take-down	6:45 pm - 7:00 pm	4:30 pm - 4:45 pm	4:15 pm - 4:30 pm

### **Presenters With Multiple Posters Scheduled on the Same Day**

If you have multiple posters scheduled on the same day that are not located together, you may ask a co-author to be present at one of the posters during the 75-minute period you are required to be standing with your posters. If that is not possible, we recommend posting a sign on one of the posters indicating you will be standing at a different poster, and can take questions about all posters at that location. Every effort is made during the selection process to group together multiple posters from the same presenting author, however, this is not possible for posters submitted in different categories.

### **Presenter Interaction With Meeting Attendees**

*On-site in Las Vegas* - At least one author must be present during the 75-minute period presenters are required to stand with their posters. A major benefit of poster presentations is the one-on-one interaction between investigators and attendees, and the ability for authors to explain the work and answer questions.

*The ePoster Hall Website* - Poster authors will have the option to share their email address with visitors of the ePoster Hall website. If you choose to share your email address, viewers will be able to contact you with questions about your work. The ePoster Hall website will open on Friday, October 22, 2021, and close on March 31, 2022.

### **Presidential Poster Awards and Outstanding Poster Presenter Recognition**

*Presidential Poster Award* recipients will be indicated with a blue award icon on the ePoster Hall site. Each year, fewer than 5% of accepted abstracts receive this distinction for high quality, novel, unique, and interesting research. This award is determined by the Abstract Selection Committee before the meeting.

*Outstanding Poster Presenter* recipients will be recognized with a red ribbon awarded on-site by an expert faculty judge (winners may keep the ribbon) and a certificate. During the daily Poster Rounds with the Experts, poster presenters may be invited to give a succinct and informative 2-minute briefing on their research, followed by one minute of Q&A with a faculty judge. Each judge will select one or more presenters who are best able to communicate their key findings, the significance of their data, and articulate the potential impact of their work for clinicians and patients. (Note: Only presenters standing with their physical posters in the Exhibit Hall during the assigned time are eligible to receive this distinction.)

## **Removing Your Poster**

Each presenter is responsible for putting up and removing his/her own poster material. Posters should be removed only during the take-down times listed on page 4. Any posters left after the Exhibit Hall closes on Sunday and Monday will be removed and placed on a table near the poster boards, however, ACG cannot be responsible for these materials. Any posters remaining once the Exhibit Hall closes on Tuesday will be discarded.

## **ACG 2021 Embargo Policy**

All research presented at ACG 2021 is strictly embargoed until 12:30 pm PDT (3:30 pm EDT) on Sunday, October 24, 2021. The embargo policy means that no news, information, results of any abstract or research finding can be released to the media or published before Sunday, October 24 at 12:30 pm PDT (3:30 pm EDT). This embargo includes revealing anything about the results (including the title of the abstract, since the title often indicates the finding) in a press release or “curtain raiser.” If you have questions, please email ACG Media Staff at [mediaonly@gi.org](mailto:mediaonly@gi.org).

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