

Poster Presenter Guidelines and Instructions

Thank you for your participation in the 2026 TQIP Annual Conference! **All poster presenters must attend the Poster Session in Anaheim, CA on Saturday, November 14 from 5:30-7:00pm to present your poster and answer attendee questions.** Additionally, presenting authors must pre-record a 5-minute ePoster audio presentation and upload a PDF of your poster so that both on-demand and in-person attendees may view posters beyond the official conference dates. Refer to your acceptance email for log-in credentials to the Poster Presenter Portal.

General Poster Information

- **All poster presenters must attend the Poster Session in Anaheim, CA on Saturday, November 14 from 5:30-7:00pm (PST)**
- ePosters will be available for viewing by registered attendees following the in-person Poster Session
- Each ePoster will be submitted electronically with an audio file (5-minute maximum)
- Visit facs.org/tqipconference for general information about the meeting

Timeline

- **Mid-August:** Submitters of selected abstracts will receive an email with a login to the TQIP Poster Presenter Portal from acstqipconference@facs.org
- **October 30, 11:59 PM (CDT):** Presenter tasks, ePoster PDF, and audio files are due and must be uploaded through the TQIP Poster Presenter Portal
- **November 13, 11:30 am- 5:00pm (PST):** Poster set up (assigned poster groups and poster numbers will be posted on each display board)
- **November 14, 5:30-7:00pm (PST): Poster Session for in-person attendees**
- **Beginning November 15:** ePosters available on conference platform for all registered attendees

Poster Session

During the Poster Session, please be stationed at your poster to facilitate discussion and answer questions from attendees. Posters will be divided into groups according to topic to aid attendees when navigating the poster area.

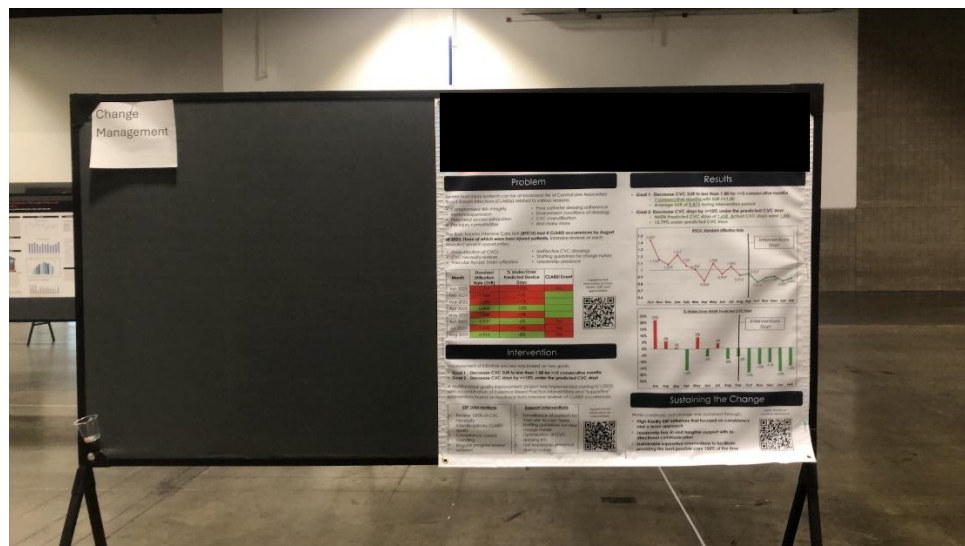
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Submitting Your ePoster and Audio Recording

- The abstract submitter will receive an email with login information for the TQIP Poster Presenter Portal. **If another individual is presenting the poster on-site, please contact us at acstqipconference@facs.org so we can update the account.**
- Login to the TQIP Poster Presenter Portal to locate the task for “Upload Poster PDF” and upload your PDF Poster.
- ePosters for the conference platform must be submitted in an Adobe Acrobat (.pdf) file format and with the highest resolution possible.
- You must upload your Poster before you are able to record audio. It may take up to 30 minutes for your Poster to be available to record audio after uploading.
- After successfully uploading your Poster, select the “Record Poster Audio” task.
- Follow the instructions within the task to record your Poster Audio.
- Your Poster Audio is recorded directly within the system. Be sure to review your recorded audio before accepting and publishing it.

Preparing Your Printed Poster

- All posters must be printed and displayed at the conference. Poster display boards will be double-sided, with two posters displayed on each side of the board. Push pins will be available at the designated poster area for your convenience.
- Poster Layout
 - List the title and authors across the top. Material on the poster should be readable at a distance of 5 to 6 feet.
 - Fonts should be sans-serif (Arial, Calibri, etc.)
- Each poster should be prepared to fit a space no larger than **4 feet wide x 4 feet tall** using one side of the board only. You will be responsible for printing your own poster and bringing it to the meeting. PLEASE NOTE: If your poster is too large for the space, it will be removed.
- All posters must be hung on the upper right-hand or upper left-hand corner of the poster display board. Assigned poster groups and numbers will be attached on the poster display board. Please see the photograph below for reference.



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Shipping Your Printed Poster and Pickup

SHIPPING / RECEIVING / PACKAGE HANDLING

If you choose to ship your poster in advance, please review the guidelines below for shipping packages to and from the Hilton Anaheim Hotel & Anaheim Marriott Hotel. The labeling on your packages should include:

Hold for (Guest Name) (Guest Cell Number)
C/O FedEx Office at Hilton Anaheim
777 West Convention Way
Anaheim, California 92802
(2026 TQIP Annual Conference)
Box ____ of ____

Operating Hours*
Mon-Fri: 7am-7pm
Sat & Sun: 7am-5pm
*subject to change

(Guest Name) (Guest Cell Number)
C/O FedEx Office at Anaheim Marriott
700 West Convention Way
Anaheim, California 92802
(2026 TQIP Annual Conference)
Box ____ of ____

Operating Hours*
Mon-Fri: 7am-7pm
Saturday: 8am-5pm
Sunday: 10am-5pm
*subject to change

Please note:

- Any charges incurred for early freight accepted by the facility will be the responsibility of the presenter.
- All guest and event packages being shipped to the hotel must follow the address label standards to prevent package routing delays.
- Use the name of the recipient who will be on-site to receive and sign for (if applicable) the package(s).
- Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees.
- Package deliveries should only be scheduled after the recipient has checked into the hotel.

NOTE: Any receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

Need Help? Email us at acstqipconference@facs.org