



Cambridge Healthtech Institute

Dear Conference Sponsors and Exhibitors,

Thank you for your interest in Cambridge Healthtech 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.)

-Before the deadline, email jring@healthtech.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.)

-Submit sponsor/exhibitor registration forms (included with your kit) 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.

-Bring your poster to the conference.

*Abstracts received and approved by the deadline will be included in the conference proceedings link and program guide.

What are the guidelines?

Disclaimer:

Cambridge Healthtech Institute reserves the right to publish your poster title and abstract, in whole or in part, in any CHI marketing materials or products, including but not limited to conference brochures, websites, program guides, speaker presentation links, CDs, DVDs, and CHI 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. Abstracts should be one page printed type. This should include the title, co-authors and their affiliations, identifying each co-author to a particular affiliation with superscript, brackets or similar.
4. Some scientific characters/symbols (i.e. Greek letters) do not translate well to our system and should be substituted with the English equivalent. 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. Feel free to include these items in your actual poster.

Approval letters will be emailed approximately one week after the poster deadline. Notification can be sent earlier upon request.

Onsite Poster Information:

1. Posters should be portrait orientation, with **maximum dimensions of 36 inches wide (3 feet) x 48 inches high (4 feet)**. (**Note:** For some conferences, special poster dimensions may apply. Please verify poster dimensions before printing your poster. Oversize posters may not fit. Poster dimensions are available on the specific conference's Poster web page.)
2. 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. **CHI is not responsible for posters remaining in the exhibit space once the poster session closes.**

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.

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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