



Vesalius Trust Poster Symposium: Information for Participants

The Vesalius Trust, in association with Association of Medical Illustrators, will be holding its 2nd Annual Poster Session at the upcoming Annual Conference in Richmond. All 2009 applicants to the VT Scholarship program have an opportunity to present at the 2nd Annual Vesalius Trust Poster Session. In other words, you do not have to have received a VT Scholarship or Grant to take part. Participation is voluntary for all applicants, and would be in addition to those who have been asked to present at The Vesalian Scholars Session.

:: General Guidelines

Who can participate: Presentation of research is open to all 2009 Vesalius Trust Research Grant applicants. **You MUST be present at the AML conference session to participate.**

Where: University Place Hotel and Conference Center

When:	Poster Submission Deadline:	Mon July 13, 2009*
	Poster setup by Salon Hanging Committee:	Tues, July 21, 2009
	Poster Viewing (ongoing):	Wed - Sunday, July 29 - Aug 2, 2009
	Poster Presentation Session:	Wed, July 29, 2009, 6pm – 9pm

* Send files via CD to: **Seif & Associates**
4424 Springfield Road
Suite 103
Glen Allen, Virginia 23060-3412
1-800-747-9782

If under 20MB, email to: **suseif@seifmedicalgraphics.com**

Cost: FREE! The cost of printing is covered. All posters will be printed in Richmond by Seif and Associates – information follows below on how to prepare and where to send your digital files.

Handouts: are optional - you will need to produce those on your own if you so desire.

Display: Posters will be displayed in Salon area before you arrive since the posters will be printed in Indianapolis (you won't have to worry about transporting a big rolled-up tube). During the poster session the posters will be brought to the room where the concurrent will be.

AV Support: Since this is a poster session, there will be no AV support as posters should be able to illustrate your research alone. If you would like to bring a laptop on your own, you are free to do so, but note that the posters are meant to stand alone.

Size: Will be a large format print = No larger than 36" x 48" - and 4:3 in ratio - template provided

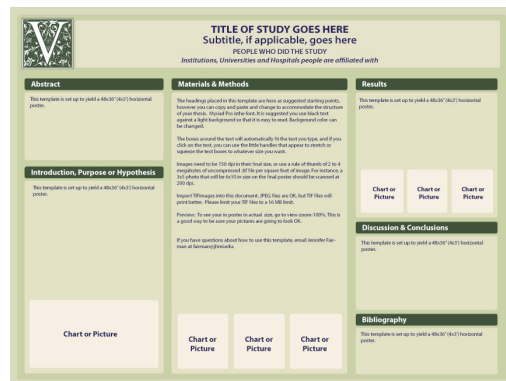
Format: Please create your poster from the supplied Adobe Illustrator digital template file (.ait file) which can be downloaded from the AML meeting site at : www.amimeeting.org/2009/PosterTemplate.ait.zip

Best Poster Award will be given.

:: Creating Your Poster

Consider the following when putting a poster together:

- Using the Adobe Illustrator .ait file as your guide, divide the contents of the poster into the appropriate sections: Title of



paper, author, institutional affiliation; abstract; introduction; methodology; data; results; conclusions. Be sure to include each part in separate sections of the poster layout.

- **Arrange the contents in a series of 3 columns. Place the elements of the poster in position:**

- + The title will appear across the top.
- + A brief introduction should appear at the upper left.
- + The conclusions will appear at the lower right.
- + Methods and Results will fill the remaining space
- + Feel free to adjust the size of the template's sections, picture boxes, color scheme, etc. to fit your projects requirements.

- **Avoid fonts that are script or difficult to read.** Use larger (than 16 font) lettering for the poster's title, author and institutional affiliation. Make the lettering at least one inch high.

- **Be concise with written material.** Save elaborative points for discussion/interaction with viewers. For conclusions, focus on a central finding that lends itself to informal discussion.

- **Use illustrations, graphs, charts and/or tables** (color if possible) to show results.

- **Use a neutral-colored poster background.** Save splashes of color for illustrations/diagrams, subtitles, or central findings or provocative results. Again, feel free to adjust the size of the template's sections, pictures boxes, color scheme, etc. to fit your projects requirements.

- **Have a notepad handy** when presenting at a poster session. It may be helpful in elaborating on a findings, or for taking names & addresses of people interested in your research.

- **DO NOT use the text of a paper as the poster!** If you choose to, have copies of a paper at a table for viewers to take.

- **DO NOT be absent from a scheduled poster time** -- The whole idea of a poster session is to create additional opportunities for you to interact with other interested scholars and AMI members!

- **Please read the entire guidelines before you begin laying out your poster.** Posters must be received **no later than 5:00 p.m. EST on Monday July 13, 2009.** Any poster e-mailed/postmarked after this time and date will be automatically rejected—no exceptions will be made.

:: Submission Requirements

All entrants must be 2009 applicants to the VT Scholarship Program. Participants do not have to have received a VT Scholarship or Grant to take part. Participation is voluntary for all applicants, and would be in addition to those who have been asked to present at The Vesalian Scholars Session. All Participants must be willing to attend the Vesalius Trust Poster Session and be present to discuss his/her research during the scheduled concurrent (**Wednesday, July 29, 2009, 6pm - 9pm**). Due to finite space, we must limit presenters to a 3' x 4' poster.

By submitting a poster to the Vesalius Trust Poster Session, participants certify that the poster is their original work; or original work conducted by the participant and other authors, and any co-authors are appropriately credited for their contribution and have been informed of the submission.

Poster criteria: Only one poster will be allowed per VT poster presenter. Multiple posters received from the same student will all be automatically rejected. Once a poster is submitted to IUSOM Visual Media, it cannot be modified (i.e., an updated version will not be accepted later, even if before the submission deadline). Please thoroughly proofread your abstract before submitting it.

Format: Will be a large format print = No larger than 36" x 48" - and 4:3 in ratio –

Please use the Adobe Illustrator .ait template provided at: www.amimeeting.org/2009/PosterTemplate.ait.zip

:: Submitting your Poster file to Richmond

Seif and Associates can print from pdf files. Use your .ait template and save it as a PDF file. Be sure to convert all of your

fonts to “outlines” before submitting your PDF to avoid any font issues. Visual Media will print these posters, and the VT will cover the cost.

- **Use the Adobe Illustrator template**, save your poster with the following name convention: **Lastname_VTposter.pdf**

- **Outline** your fonts in Adobe Illustrator

- **Send your pdf poster file** on a CD, or if the file size is below 20 MB, it can be sent to IUSOM Visual Media via email to **sueseif@seifmedicalgraphics.com**. Posters must be sent as .pdf files by **5:00 p.m. EST on Monday July 13, 2009**. Late submissions not conforming to the specified criteria above will automatically be rejected.

- **Be sure to include your contact information**, including a cell phone number and e-mail address, should there be technical issues with your file that we would need to get in touch with you about.

- If you have questions regarding print management of your poster file, please contact:

sueseif@seifmedicalgraphics.com

- If you have any questions about the Poster Session, please contact :

Jennifer E. Fairman, CMI, FAMI
VT Scholars Session and Poster Session Coordinator
(410) 955.3213 fairman@jhmi.edu