



## **2025 POSTER SPECIFICATIONS AND INFORMATION**

Congratulations on presenting a poster at the FMEC 2025 Annual Meeting! Please follow the instructions below to ensure a smooth presentation.

1. Posters will be presented on Saturday, September 20, 2025, from Noon to 2:30pm. Presenters will be assigned to present in **session 1 or session 2**.
  - a. Poster Session #1 – 12:00pm – 1:10pm
  - b. Poster Session #2 – 1:20pm – 2:30pm
2. Posters will be presented in **Grand Ballrooms AB** of the Huntington Convention Center (*subject to change, please check onsite program/app*).
3. Please use the conference printed program and/or app to find your poster session and poster number.
4. Your poster **set up time and removal times** are dependent on whether you are assigned to session 1 or session 2. Refer to the conference program or app for your Poster Session assignment.
  - a. Session 1: If you are presenting your poster in session 1, you can set up your poster anytime between 10:30am and 12pm. You must remove your poster immediately at 12pm so session 2 presenters can put theirs up.
  - b. Session 2: If you are presenting your poster in session 2, you should identify the location of your poster board (by number) during the morning or during session 1. You will need to set up your poster during the break between sessions 1 and 2, from 1:10pm to 1:20pm. Please remove your poster within 15 minutes of the end of the session, or by 2:45pm.
5. Any materials left on display boards after 2:45pm or in the poster presentation area are not the responsibility of the FMEC Annual Meeting and will be discarded.
6. Presenters must **bring your own poster supplies**, such as the poster itself, push pins, scissors, tape, handouts if desired, etc.
7. Posters are presented on two-sided, rolling cork presentation boards. The **presentation area is 4' (height) by 6' (width)**. Your poster cannot be larger than the presentation area. Each side of the presentation board will be numbered to display one poster.
8. **You must upload your poster PDF into the 2025 FMEC Annual Meeting mobile app** so that the poster judges can read through it prior to your poster session. This will give the judges an opportunity to read your poster thoroughly and prepare their questions and observations for you during your poster session. Instructions to add your poster will come at the end of August/beginning of September via email.
9. Presenters should stand next to their poster presentation to answer any questions from the judges. **Judging of poster presentations** will take place immediately after the last poster session. Poster winners will be announced after the meeting. (See [2024 poster winner announcement](#) for more information.)