

## Poster Abstract Presenters' FAQ:

### **I've been selected to present a Poster Abstract presentation. What do I do now?**

Congratulations! **You should register yourself for the ASRM Scientific Congress & Expo!** Poster presenters are expected to attend their assigned Presentation Session to discuss their work with their colleagues. Free continental breakfast will be available at the poster sessions each morning. No reservation is required. A Scientific Congress badge is required for entry to all sessions. Register here: <https://asrmcongress.org/register/>.

### **I want to confirm that my intent to present my abstract, but the website has taken this section down. What do I do?**

It is assumed all accepted abstracts will be presented unless the primary author withdraws the abstract. You do not need to confirm you will present, as your abstract was accepted for presentation. Unless you request to withdraw, your abstract is part of the program and expected to be presented.

### **Is there a Penalty for not hanging/presenting my poster?**

Yes! Per the 2019 Call for Abstracts: **Any presenting author who fails to present an accepted abstract or have it presented by a co-author, or who withdraws an abstract after July 15, 2019, will not be allowed to serve as an author on an abstract considered for presentation at the ASRM Scientific Congress for the following two years.** ASRM reserves the right to impose additional penalties on other parties (including corporate and other sponsors of research projects) for improper withdrawal of abstracts. Exceptions will be considered if the ASRM is given prompt notification for extreme, unforeseen circumstances. ***Submission of an abstract for consideration for presentation implies that the presenting author or a designated co-author will attend the meeting to present his/her work if accepted.***

### **If the primary author cannot make the meeting, who do we notify to change the presenting author?**

Please have the **primary author** email ASRM directly with this request at [jthrash@asrm.org](mailto:jthrash@asrm.org). Please include your abstract number, title, and the name of the co-author that needs to be listed as the presenting author. No other changes can be made to the title, authors, or body of the abstracts after submission. Dates and times of presentations cannot be changed. Withdrawal deadline to withdraw without incurring a penalty is July 15, 2019.

### **I have multiple posters accepted – will I be penalized if I can't stand at all of them at the same time? What if I walk away from my poster during my poster session – will I get in trouble?**

No! ASRM understands juggling multiple responsibilities. And the Poster Sessions are a great time to network. As long as all of your posters are hung on your correct boards before your poster session begins, we will assume you are in attendance and you will face no penalties.

### **Which Poster Session am I assigned?**

- Poster numbers **P-1 through P-402 & P-801 through P-812:** You are scheduled to attend the Poster Presentations Session on **Tuesday, October 15, 2019** from 6:30 a.m. to 7:45 a.m. to stand by your poster and discuss your project.

- Poster numbers **P-403 through P-800 & P-813 through P-824**: You are scheduled to attend the Poster Presentations Session on **Wednesday, October 16, 2019** from 6:30 a.m. to 7:45 a.m. to stand beside your poster and discuss your project.

### **I heard there is an embargo on my abstract. What is that?**

**ASRM asks that authors maintain an embargo on information in the abstracts, along with any additional information that will be presented at the Congress**, until the day and time scheduled for presentation at the Congress, with the exception of certain abstracts that are included in ASRM's press releases for the Scientific Congress- these will usually have an embargo set a few hours earlier than the scheduled presentation time. For more information regarding what may be released publicly before the Congress, or how to comply with the embargo, please contact [enicoll@asrm.org](mailto:enicoll@asrm.org).

### **When can I hang my poster?**

Your poster should be mounted on the board marked with your corresponding **Poster Number**. Put your poster up on Sunday afternoon, October 13th between 1:00 p.m. and 5:00 p.m. or on Monday morning, October 14th, between 9:00 a.m. and 12:00 p.m. An ASRM staff member is available during these times, as well as during the Poster Sessions, should you have questions or need assistance.

**Your poster should be hung no later than Monday, October 14<sup>th</sup> at 12:00 p.m.** A Scientific Congress badge will be required for entry, both for setup and for the Poster Session, so stop by Registration on your way in! Follow the directional signs to the entry for poster setup on Sunday & Monday.

### **Do you recommend a poster printing service?**

Yes! ASRM recommends all poster authors use Call4Posters® poster printing service. With Call4Posters®, you can have your poster professionally printed, reviewed, and shipped directly to the poster hall. Enjoy the convenience of onsite pick-up without the hassle of traveling with your poster. You can find sizes, pricing information, and deadlines for ordering on their website:

<https://wk.call4posters.com/asrm/c/1774>.

### **Is there a minimum size for posters?**

Yes! The poster board surface area is 4 ft x 8 ft (1.22 m x 2.44 m). **Minimum poster size is 3 ft x 4 ft (0.91 m x 1.22 m).**

### **What is PosterPlus?**

**PosterPlus is an addition to your poster presentation, not a replacement.** PosterPlus is an *optional* feature just for ASRM's Poster Presenters to load a 1-2-minute video highlighting the key points of their abstract research for attendees to access from the ASRM meeting app. This allows attendees to hear about your poster/research even if they don't make it to the poster sessions! It's an **easy** and **free** way to get your abstract data into more hands! More information on ASRM PosterPlus, once available, will be available at: <https://asrmcongress.org/presenters/>. **PosterPlus is an addition to your poster presentation, not a replacement.** You are still expected to print, hang, and present by your physical poster in the Poster Hall at our meeting. A sample video (graciously prepared by the awesome ASRM staff in one afternoon) is available here: [https://youtu.be/Lnm\\_373M9zw](https://youtu.be/Lnm_373M9zw).

### **Where do I upload my PosterPlus Video?**

An email will be sent to the primary author's email regarding password and login information. This email will include a link to instructions on how to create a PosterPlus presentation. The upload site link is <https://asrm2019.sessionupload.com/login>.

### **Where do I get my "Presenter" ribbon?**

Poster Abstract Presenters who desire a ribbon to attach to their registration badge can pick up a **RED "PRESENTER" ribbon** in the Speaker Ready Room (PCC 204BC). Blue "Speaker" ribbons are reserved for those speaking in interactive sessions or symposia sessions.

### **Are prizes awarded to Posters?**

Prizes of \$500.00, \$300.00 and \$200.00 will be awarded in the poster competition to the First, Second, and Third place winners, respectively. Formal recognition of these awards will take place during the Awards ceremony on Wednesday, October 16, 2019 at 8:45 am. Please keep this prize session in mind when making travel arrangements.

### **Where do I find the room number for my presentation?**

Poster Presentations will be in the Poster Hall in the Expo Hall.

### **Should I register myself for the ASRM Scientific Congress?**

Yes! As the presenting author of an accepted abstract for poster presentation, you are expected to attend the ASRM 2019 Scientific Congress and Expo. **You must register yourself for the meeting even though you are a program participant.** Online registration, hotel reservations, and Program information are available at <https://asrmcongress.org/register/>.

### **I need a Letter of Invitation to apply for my travel. Where do I get this?**

If you need to apply for a VISA to attend the ASRM Scientific Congress, a letter of invitation is available [here](#) or is available as a document to download when you register for the meeting.

### **Where is the abstract supplement so I can see my published abstract?**

The abstract supplement is published by *Fertility & Sterility* and can be found on this page, once published: <https://www.fertstert.org/content/abstracts>. This supplement isn't available until September each year.