

CSRS Speaker Resources

Annual Meeting Virtual Poster Guidelines & Deadlines

The CSRS Program Committee has elected to have a select number of abstracts presented in a Virtual Poster Hall. Virtual/electronic posters are similar to traditional paper posters but displayed online via the Annual Meeting platform. They do not require printing or production of materials. Virtual poster presenters may also include a three-minute audio recording explaining their poster. Poster presenters will not have specific presentation times, yet each presenting author must attend the entire Annual Meeting in-person.

Disclosure Deadline: Friday, September 1, 2023

All individuals included in the accepted abstract author list are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting. Due to CME regulations, company logos are not allowed.

Presenting Author Registration Deadline: Monday, October 9, 2023

All presenting authors must register for the Annual Meeting by Monday, October 9, 2023. This can be done on the CSRS website, or you may [click here](#).

Preliminary Presentation Upload for CME Review Deadline: Wednesday, November 1, 2023

After review of your poster, moderators may request changes if they see any possible CME conflicts. You will be notified by **November 16, 2023**, if any changes are required.

CSRS Hotel Housing Block Close: Friday, November 3, 2023

A block of rooms has been reserved at The Cosmopolitan of Las Vegas. Discounted room rates are available until Friday, November 3. After this date, rates may increase at the discretion of the hotel, and CSRS cannot guarantee you will be able to reserve a room. Please make your reservations in a timely manner. The link to the hotel website can be found on the CSRS website, or you may [click here](#).

Final Poster and Audio Upload Deadline: Sunday, November 19, 2023

Final PowerPoint Presentations should be submitted prior to the meeting. Your final presentation should be uploaded in the online Speaker Portal by the cutoff date. If you do not comply with this deadline, you must bring a copy of your presentation on a flash drive to upload at least two hours prior to your session start time. Slides must be in 16:9 ratio and PowerPoint format.

Please see the below information regarding the creation and formatting of your E-Poster.

NOTE – only Virtual Posters that fit the following parameters will be posted on the meeting platform.

General Information:

- Only PDF file types will be accepted.
- PDF Posters must be kept to one page per abstract.
- Final PDF Posters must be kept to a maximum file size of 10 MB or smaller.
- Virtual Posters must include the corresponding abstract as accepted, without changes.
 - ***Please ensure poster content is scientific in nature and refrain from including marketing or promotional materials.***
- Do **NOT** include dynamic content (video, animations, etc.).
- Audio recording files must be kept to a maximum of three minutes in length.
- Audio recordings must be mp3, mp4, and mpa files only.

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Creative and Design Elements:

- Design in PowerPoint using landscape/widescreen format in 16:9 ratio to allow for maximum visibility after conversion to PDF file.
- The suggested resolution for images is 300 dpi.
- Convert your *one* PowerPoint slide into PDF format in the “Save As” function.
- It is strongly recommended to use a clear typeface (Arial, Arial black, or Calibri for example).
- Provide clear labels or headings for each section of your poster to avoid confusion.
- On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan, etc.).

Advice:

- To check that your images appear correctly on the final version, adjust the zoom to 100% and check all images, pictures and graphs.
- It is better to use high-quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- Avoid using red or green in fonts or backgrounds, as they are colors that can be difficult for those with visual impairments.
- Avoid stretching the images manually as they will lose quality once zoomed in.
- Avoid full width sections; these are very difficult to read when divided as a section, even zoomed in.

For additional information and visual examples, please visit:

https://www.cdc.gov/pcd/for_authors/visual_abstracts.htm