

Abstract and Poster Presentation Guidelines
23rd Annual O'Neal Research Retreat – October 13, 2023

SUBMISSION OF ABSTRACTS during REGISTRATION

- Only one abstract is allowed per presenting author (the presenting author may be a co-author on other abstracts).
- Abstracts should summarize the proposed content to be presented as a poster.
- The poster title should be 200 characters or less.
- Please include all authors and their affiliations when registering. The first author is the presenting author.
- The abstract should contain a brief description of the research to be presented and is limited to 300 words. Longer abstracts will be automatically truncated once this limit is reached.
- Based on merit, the top abstracts will be selected for competition.
- All submitted abstracts will be assigned a space to be presented as posters at one of the two poster sessions at the retreat.
- **You are responsible for printing and bringing your poster.**
- Your mentor is required to be a poster session judge, when you register you will select your PI and they will be contacted to arrange for them to judge posters (they will only be assigned posters they do not have a conflict of interest with).

POSTER DISPLAYS

- Poster dimensions will be *strictly enforced*. **The maximum allowed size is 48"x 48"**.
- A poster that exceeds these measurements cannot be accommodated. Your poster may not overlap neighboring posters; you will be required to fold or trim your poster if it is larger than 48"x 48".
- Your poster title must match the title of the abstract

POSTER SETUP

- All those who submit abstracts will be expected to present their posters at the retreat.
- Once you check in at the Registration Desk, you will be given a number that corresponds to a number displayed in the upper corner of a poster board.
- **Your poster must be on display by 8:00 a.m.**, however, you may begin to set up as early as 7:30 a.m.
- Remember to bring thumbtacks or push pins!
- As a poster presenter, you must be at the retreat and standing next to your poster during your assigned the poster session (time slots TBD) and you must be present at the award ceremony to win an award.

POSTER COMPETITION

- The retreat committee will select the top meritorious posters and those will be assigned to judges. At least three judges will visit your poster during the competition and evaluate your poster and presentation on:
 - Scientific merit
 - Presentation of poster – (you must be at the poster session)
 - Your contribution to the project
- Winners will be announced at the meeting and awards will be presented in the afternoon. **You must be present to win an award.**
- Please plan to stay for a professional photo at the end of the awards ceremony if you are a winner.
- **You are responsible for printing and bringing your poster.**

If you have any questions regarding the research retreat or poster guidelines, contact Myisha Anderson (manders4@uab.edu) or Susan Ruppert (sruppert@uab.edu).

We look forward to having your poster at the retreat and want to thank you in advance for following these guidelines!