



#AAS2023

34TH INTERNATIONAL SYMPOSIUM ON THE AUTONOMIC NERVOUS SYSTEM
Wyndham Grand Rio Mar Puerto Rico • November 15-18, 2023

PRESENTER INSTRUCTIONS

*All abstract presenters (poster and oral) should prepare a virtual poster for meeting app -
However, oral presenters will not participate in the live poster session*

PLATFORM PRESENTATIONS

- Platform presentations will be 10 minutes in length with an additional 5 minutes for questions.
- Abstracts with reported financial disclosures will be required to submit a draft presentation via email to amber@americanautonomicsociety.org by October 31st in order to facilitate conflict resolution per the CME accreditation guidelines.
- Format for Powerpoint presentations should be 16:9 (widescreen). A file of AAS-branded slides is available upon request.
- Speakers are reminded to disclose any potential conflicts of interests during your presentations, any use of off-label indication, and ensure that you include a statement of prior ethical approval within the context of your presentation if your work involves human participants or vertebrate animals.
- Please bring your presentation on a USB flash drive to the AV desk, located inside the meeting room where your presentation will take place, at least 1 hour before your session begins. Please have it labeled with your name and date/time of presentation and use your last name as the file name. All presentations will be loaded onto a single computer to help ensure a quick and efficient change from one presentation to the next and will help us maintain our timeline. Alternatively, you can send a copy of your presentation to amber@americanautonomicsociety.org by Tuesday, November 8 to have on file for the AV team to organize for presentation.
- Please stay on time! Presentations that run over time will be cut off so we can move on to the next presentation.

POSTER PRESENTATIONS

- Layout will be landscape (horizontal). Poster boards will be 8 ft (2.4 m) wide by 4 ft (1.2 m) high, so it is recommended that poster dimensions fit within those measurements to ensure readability.
- Use adequate letter type and size to ensure readability at a distance of 2 m.
- Poster titles must be identical to the title of the corresponding abstract.
- Organize the poster so that it is clear, orderly and allows you to explain your rationale, findings and conclusions.
- If your work involves human participants or vertebrate animals, include a statement of prior ethical approval within the context of your presentation.
- Hang your poster in the poster hall before noon on your session day. Locate your poster board number, which will be identical to the poster number in the program. Mounting materials will be supplied.
- Presenters should be at their posters during the assigned poster session.
- Posters must be taken down immediately following the poster session to create space for the next session's posters. Posters not taken down will be recycled.

VIRTUAL POSTERS IN WHOVA (all abstracts)

- Create the virtual poster as a slide in PowerPoint (or similar program).
- The virtual poster must be one page.
- Files should not exceed 25 MB.
- Recommended fonts, 28 pt or larger: Georgia, Times New Roman, Helvetica, or Arial. Avoid using specialized fonts. This will ensure the poster text converts to PDF correctly.
- Avoid background images and watermarks that may detract from the readability of your poster.
- Embedded images should be high enough resolution to be clear when expanded to full screen size.
- Poster titles must be identical to the title of the corresponding abstract.
- All files must be saved and submitted as a PDF.
- Upload your poster PDF, cover photo and optional recorded video via the link provided via email.
- **Do not change the abstract number or abstract text.**
- Be prepared to also provide presenter job title and affiliation.
- All documents are required to be uploaded by **November 8, 2023**. The meeting app will go live and virtual posters will be available for viewing by all meeting attendees the week prior to the formal presentation. During this preview period, attendees are strongly encouraged to view posters they are interested in and post questions in the Q&A section in advance.
- Presenters: Facilitate your virtual poster by responding to the comments and questions of your peers. This can be done in the week leading up to the meeting and during the live platform and poster sessions. To get the most from this virtual format, please plan to check in on your poster Q&A section periodically throughout the week to respond to viewer questions. Virtual posters and their accompanying videos and Q&A will be available for viewing for at least one week after the meeting.

AAS TRAINEE PLATFORM AND POSTER COMPETITIONS

- The American Autonomic Society is hosting Trainee Platform and Poster Competitions. All trainee platform presentations not already receiving a travel fellowship award as well as all trainee posters scheduled in Poster Session I will be included in the competition. Two trainee platform presentations and four trainee posters will be selected as winners of a \$500 travel award by a panel of senior investigator judges. Best poster winners will be notified by 12:30 pm on Friday, November 17th. The four winning poster trainees will be required to present a 5-minute lightning oral presentation summary of their work during Session 8 on Saturday, November 18th. The two winning trainee platform presentations will be notified after the meeting end.
- A panel of judges will observe each platform presentation or visit each poster to discuss the work and review the findings.
- During your presentation, address the following items: 1) Aims and overview of the study, 2) Results, 3) What is new?, 4) Significance of your findings, 5) What are the clinical implications (for clinical studies)?
- **Trainee poster presenters should prepare in advance a 5-minute lightning oral Powerpoint presentation in case you are chosen as a winner.** Lightning oral presentations should be limited to 4-slides summarizing the background, methods, results and conclusions and last no more than 5 minutes. Practice your timing to be sure to stay on schedule. Bring your presentation on a memory stick/flash drive labeled with your last name.