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American College of Surgeons

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January 2010

MEMORANDUM

TO: Poster Presenters
FROM: C. James Dowden
Executive Director
RE: General Instructions

In preparation for your Poster presentation at the Annual Scientific Meeting of the ACS Southern California Chapter, the following suggestions are offered:

- § The Poster area for display purposes is approximately 4 ft. high by 7 ft wide. (Visualize a portable blackboard for sizing purposes.)
- § The Poster board utilized for Poster presentations is a cloth covered board that accepts velcro very well. We will have a supply of velcro at the meeting. Or, you can pick up velcro tabs at any office supply store. Pieces of velcro on the back of each page you intend to display will hold it firmly.
- § The information you intend to convey on your Poster should be in large type or large design so that it is readily viewable from a few feet away. An elaborate display is not required. Any portion of the presentation that you can enlarge will help viewing from a distance. We understand that not all materials can be enlarged. Those interested in the fine details will have an opportunity to more closely examine your work, both before and after your presentation.
- § The Schedule for posters is as follows:
 - Friday Posters: Set up starting at 10:00 am; Poster displayed until 4:00 pm
 - Saturday Posters: Set up starting at 3:00 pm; Poster displayed until 6:30 pm
- § Be sure you have submitted a conference registration form BEFORE the meeting. Go to www.socialsurgeons.org to download a registration form. When you arrive at the hotel stop by the Chapter registration desk to pick up your registration credentials before setting up your Poster.

Please give me a call if you have any questions or need further information regarding your Poster presentation.

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