Abstract Presentation Guidelines:
Oral Sessions, Poster Presentations and ePoster Discussions

Congratulations on having your abstract selected for presentation at the American Society for Nutrition’s inaugural flagship meeting, Nutrition 2018, being held at the Hynes Convention Center from June 9-12, 2018 in Boston, MA!

Abstracts will be presented in three ways:
- Oral Sessions
- Poster Presentations
- ePoster Discussions

Please review the following guidelines to ensure a successful presentation. Questions? Please contact education@nutrition.org.

Meeting Participation
Submission of an abstract constitutes a commitment by the author to present it if accepted. If an abstract must be withdrawn due to an unforeseen circumstance, please contact education@nutrition.org immediately. In the subject line, please include “Abstract Withdrawal.” Failure to present at the meeting, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

- **Housing and Registration:** Housing, transportation, registration and any additional expenses are your responsibility unless you have been otherwise notified. If you have not already registered or made your hotel room arrangements, please do so immediately! Click here for Nutrition 2018 registration and housing information. The advance registration deadline is April 27.

- **Visa Information for International Registrants:** If applicable, please start your visa application process as soon as possible to determine the requirements needed for your travel to the US. Requirements may include a face-to-face interview at an embassy or consulate, an Electronic System for Travel Authorization (ESTA) application, a machine-readable passport, an e-Passport with an integrated chip, and/or other regulations. Requirements vary per country. For more information, please click here.

- **Letter of Invitation:** Invitation letters will be available for print or download upon completion of your online meeting registration. This invitation is intended to facilitate travel and visa arrangements but does not extend financial support. For assistance, please contact meetings@nutrition.org.

- **Change of Presenting Author:** If you are unable to attend Nutrition 2018 to present your research, you may recruit a co-author who is listed on the abstract at the time of submission.
You must inform ASN of any such change. Please email education@nutrition.org with the name and email address of the new presenting author along with the abstract title. In the subject line, please include “Change of Presenting Author.”

**Embargo Policy**

Information and data included in abstracts accepted for Nutrition 2018 are embargoed until the beginning of the first session in which they are presented. Presenting authors will be notified if the Nutrition 2018 communications staff decides to release an abstract earlier to support additional media promotion.

An embargo means that information and data from any abstract selected for poster or oral presentation may not be announced, publicized or distributed before the embargo date and time. Members of the media, bloggers, investigators and public information officers as well as organizations issuing press releases are required to abide by the embargo policy.

Promotion of general topics, speakers or presentation times is allowed and encouraged as long as specific findings and data to be presented are not included in the announcement. Use the hashtag #nutrition2018 to join the online conversation.

If you have questions about the embargo policy, please contact the communications team at media@nutrition.org.

**Abstract Publication**

Abstracts accepted for presentation at Nutrition 2018 will be published online in the ASN journal *Current Developments in Nutrition*.

**Prior Publication**

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by Nutrition 2018’s embargo policy. If publication occurs online or in print before the specific embargo date and time, the abstract must be withdrawn. Please notify ASN via e-mail at education@nutrition.org.
Oral Sessions

Typically 120 minutes, these sessions feature the presentation of multiple abstracts organized around a common theme. Session chairs will introduce presenters and facilitate audience questions. If your abstract was selected for an oral session, details about the date, time and location of the oral session will be emailed to you. Please arrive for your designated presentation at least 10 minutes prior to the start of the session.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent by late April.

Instructions

• **Timing:** Please allocate 10 minutes for your presentation and 5 minutes for questions and answers. If your presentation exceeds 10 minutes, the session chairs will shorten the Q&A period for your abstract. During your presentation, you should review the background/aim of your study, methods, results and conclusions, as well as any other information of interest (e.g., future research direction).

• **Title Slide:** All speakers are encouraged to use the Nutrition 2018 title slide for their presentation. [Click here](#) to download the title slide for Nutrition 2018.

• **Disclosure/Non-Disclosure Slide:** After your title slide, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read “no conflicts to disclose.” The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements. [Click here](#) to download the sample disclosure slide for Nutrition 2018.

• **Content Slides:** Up to 10 content slides is optimal, allowing 1 minute per slide. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated 10 minutes. [Click here](#) to download the template slides for Nutrition 2018.

• **Slide Submission:** In early May, you will receive instructions to upload your presentation to the Nutrition 2018 presentation management portal. You may also bring your slides on a portable drive to the Speaker Ready Room (Room 202, Hynes Convention Center) so that slides can be uploaded to the presentation computer. All abstract presenters are encouraged to visit the Speaker Ready Room at least 2 hours in advance of their presentation to review and approve their presentation, regardless of whether or not the presentation was uploaded in advance. Once you have viewed your presentation, it will be uploaded to a secure server and sent electronically to the meeting room in which you are presenting. All presentations must be uploaded into the Nutrition 2018 presentation management system.

<table>
<thead>
<tr>
<th>SPEAKER READY ROOM HOURS</th>
<th>Room 202, Hynes Convention Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 8</td>
<td>12:00 – 5:00 PM</td>
</tr>
<tr>
<td>Saturday, June 9</td>
<td>7:00 AM – 6:00 PM</td>
</tr>
<tr>
<td>Sunday, June 10</td>
<td>7:00 AM – 6:00 PM</td>
</tr>
<tr>
<td>Monday, June 11</td>
<td>7:00 AM – 6:00 PM</td>
</tr>
<tr>
<td>Tuesday, June 12</td>
<td>7:00 AM – 11:00 AM</td>
</tr>
</tbody>
</table>

**Tips for Content Slides**

• Make slides as simple as possible.
• Aim for no more than 7 lines per slide.
• List main points and expand on them verbally.
• Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
• Use standard fonts, such as Arial, Times or Helvetica.
• A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see from the back of a large room.

Session Room Equipment
• Standard equipment for each room includes:
  • Standing podium with microphone
  • Computer at podium
  • Projection screen
  • LCD projector
  • Moderator microphone
  • Audience microphone
  • Speaker timer

If you have special audio-visual needs, please email education@nutrition.org. In the subject line, please include “Special AV Request.”
If your abstract was selected for a poster presentation, your poster will be displayed during one of two main poster sessions during Nutrition 2018: one on Sunday, June 10 and one on Monday, June 11. All poster presentations will be in Hall D or the Auditorium of the Hynes Convention Center. Poster board assignments will be emailed to presenters in late April. Please arrive for your designated presentation at least 10 minutes prior to the start of the session.

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent by late April.

Please follow the schedule below for hanging, presenting, and removing your poster. Pushpins will be provided for you to attach your materials to the poster board. ASN is not responsible for posters that remain after the removal time.

### POSTER SESSIONS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hang Poster</th>
<th>Poster Displayed</th>
<th>Poster Presentation (stand by poster)</th>
<th>Remove Poster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, June 10</td>
<td>7:00 – 8:00 AM</td>
<td>8:00 AM – 6:00 PM</td>
<td>1:00 – 3:00 PM</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Monday, June 11</td>
<td>7:00 – 8:00 AM</td>
<td>8:00 AM – 3:00 PM</td>
<td>1:00 – 3:00 PM</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

**Instructions**

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 3’8” high and 5’6” wide. Prepare a 6” high headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations on the strip in letters not less than 1” high. Remember to leave space on the board for colleagues to leave notes and include an email address for viewers to contact you later. You may attach business cards and/or copies of your abstract to your poster board.

**Guidelines**

The following guidelines will help improve the effectiveness of your poster communication:

- **Initial Sketch:** Plan your poster early. Focus your attention on a few key points that follow the main headings in your abstract typically Objectives, Methods, Results, and Conclusions.
- **Rough Layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.
- **Final Layout:** The artwork is now complete. The text and tables are typed. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the flow from Objectives, Methods, Results and Conclusions easy to follow?
- **Balance:** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Topography:** Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout. An 8.5" x 11" sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.
• **Eye Movement:** The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
• **Simplicity:** Resist the temptation to overload the poster.

**Poster Printing Services**
Presenters have the ability to print their posters at local FedEx Office locations by submitting their artwork files 5 business days before their pick up date and picking up their poster orders at the locations listed below. Please contact the FedEx Office location directly to discuss and confirm all poster printing matters.

- FedEx Office at Hynes Convention Center, 900 Boylston St, Boston, MA 02115, (617) 954-2725, usa1325@fedex.com
- FedEx Office at Copley Square, 187 Dartmouth St, Boston, MA, 02116, (617) 262-6188, usa5123@fedex.com

**ePosters**
Broaden exposure of your poster by making it available online as a fully searchable electronic file. Detailed instructions for uploading your poster file will be emailed to presenters in late April.

**Resources**
[Click here](#) to view a video with helpful tips for presenting your research at Nutrition 2018.
Nutrition 2018 will feature a new presentation format, an ePoster Discussion. We aim for the ePoster Discussions to lend a new interactive, enjoyable learning experience. If your abstract was selected for an ePoster Discussion, presentations will take place in the ePoster Theater in Hall D of the Hynes Convention Center; some discussions may also take place in ASN Live! (Hall C) or Science Stage (Auditorium). All three of these locations are part of The Hub, Nutrition 2018 interactive expo hall. ePoster Discussion presenters will also be scheduled for a Poster Presentation in the Sunday or Monday poster session. Please arrive for your designated presentation at least 10 minutes prior to the start of the session.

**ePoster Discussion Format**

- The ePoster Theater will have seating for approximately 100 attendees in front of an 80-inch LCD monitor, controlled from a nearby laptop. Each poster will be presented electronically using an ePoster.

- Attendees will listen in as session moderators share their perspectives and highlight novel research in 45-minute discussion sessions with presenters. A maximum of six (6) ePosters will be included in each discussion.

- Each presenter will have approximately 5 minutes to discuss their research. Aim to discuss your research with the session moderator in an engaging manner to facilitate an educational experience. Instead of presenting a general overview of the research, try to focus on specific areas of the research you find noteworthy or interesting.

- The session moderator will monitor the timing of the poster presentation and is responsible for ensuring that each poster is adequately discussed and covered during the 45-minute discussion.

**Instructions**

- ePoster Discussion presenters are **required** to upload a poster to the ePoster submission site. Detailed instructions for uploading a poster file will be emailed to presenters in late April. A printed poster will be required for your Poster Presentation.