

FaceBase Forum 2024 - Poster Presenters Information

Below is a description of the format, how to sign up, abstract requirements, where you will find the schedule (closer to the meeting date) and a summary of the deadlines.

We are only accepting posters for onsite presentations.

Important Dates

- Upload your abstract Word doc by **Fri, April 26**.
- Notifications of acceptance will be sent out by **Wed, May 1**.
- Upload your poster PDF by **Mon, May 6**.
- The Poster Session is on **Tues, May 7th at 3:30 pm EDT** on the NIH Campus in Bethesda, MD: **NIH Building 35A, Room 620/630**

Upload your abstract (Due April 26)

- You will [upload your abstract Word doc to this Google Drive directory](#).
- **Please use your last name at the beginning of your filename.**
- Do NOT include figures, tables, or a reference list.
- Preferred maximum title length is 10 words (use your discretion).
- The maximum total length of the abstract body is 250 words.

Please use this simple template for your abstract: [Word template](#). This makes it easier to create the posters' collated documents for attendees.

Upload your poster file and photo (Due May 6)

- You will bring your physical poster to the meeting. We would like a digital version of your poster to be made available to the attendees before the meeting.
- You will [upload your poster file and a photo of yourself ahead of the meeting to this Google Drive directory](#).
- **Please use your last name at the beginning of your filename.**

Putting up your poster

Before the poster session, there will be a 15 minute break where presenters can set up their posters.

Poster requirements and materials

- Your poster should generally be the size 48" x 36" - either portrait or landscape orientation
- You will be hanging your poster on the wall and we will provide adhesive stickers for posting.