The Saban Research Institute Poster Session Guidelines

Poster Dimensions: Your poster should not exceed 4' (or 48") on all sides (in length and width). You must keep to this size. The poster display tack board (including frame) is 4'x8' and you will share the board with another participant.

Some posters will also be displayed inside on the wall. If your poster is assigned to a wall space, we will provide you with putty.

Some posters will be displayed outside. Posters that hang over the tack board space are subject to the wind blowing them off of the tack board.

> *What if I already have a printed poster from another conference that exceeds this size?*
> *Due to space limitations and fire codes we are not able to accommodate oversized posters. To lower the burden of printing costs on participants, we offer reimbursement for poster printing - see below for more information.*

Poster Templates: Download one of The Saban Research Institute templates found here or here (CHLA log in required). Be sure to select the appropriate sized template (**cannot exceed 48" on either side**).

Poster Content: Although you are likely familiar with designing a poster, please take a few minutes to review these Best Practices for Designing a Scientific Poster. Here is also an article for some helpful tips on how to design your poster.

Poster Printing Vendors: Below are vendors you might use to print posters. TSRI does not endorse any of these vendors.

- Posterprintshop.com: Can choose "local pickup" - based in Studio City, CA (Use offer code **CHLA** at checkout for 15% off your order!)
- Makesigns.com (Use this link for 10% off your order!)
- Broad CIRM Center of USC, Microscopy Core Printing Service
    Files to be printed <u>must</u> be formatted as PDF's (not Power Point).
    One edge of the poster must be 36" or 44"
    Payment can be made by Visa/MasterCard, check, cash or USC account number.
    Microscopy Core, 1425 San Pablo St. Room 303, LA, CA 90033 Ph: 323-442-8083; Files can be e-mailed to: rparvez@usc.edu and cc: ruffins@usc.edu

Reimbursement: We will offer a reimbursement for poster printing costs, up to $60/participant. You must follow these instructions carefully, or you will not be reimbursed. You will only receive reimbursement if you are or a designated representative is present at the poster session during your assigned presentation session. If you have someone mount your poster and leave, you will not receive reimbursement.

1. Use one of TSRI templates for your poster (see "Poster Templates" above) to print your poster.
2. Keep original itemized receipt from your printing transaction.
    a. Receipts must show the following:
        i. Include the name of vendor, location, date, and dollar amount
        ii. If paid by Credit Card - last four digit of the credit card used
        iii. If paid by Check - Copy of cashed check from the bank
        iv. If paid by cash/paypal - must have a zero balance on the receipt/invoice
    b. In the case of missing receipts, the following can be used in lieu:
        i. If paid by Credit card - provide statement of account
        ii. If paid by check - provide bank statement
        iii. If paid by cash/paypal - provide letter of explanation by the manager approving the reimbursement

3. Download [this reimbursement form](#) (CHLA log in required) to your desktop, complete, print, and sign. In the table, leave columns **"P" - "S" blank**. Please **do not** sign on the "Approved by Manager," "Approved by Division Administrators" or "Approved by Direct/Assoc. VP" lines. **Please leave these lines blank.** If you have direct deposit set up, your check will be deposited into your bank account. If you do not have direct deposit, please make sure to include your home address, and not your work address so that the check will be mailed there..

4. Please do not use staples to attach receipts! They will have to be manually removed!

5. Reimbursement Submissions - you have two options:
   a. **OPTION 1:** Send completed form + original receipts through intercampus mail. They must be received at Mailstop #84 before June 12, 2018*.
      Mailstop #84, ATTENTION: TECPAD Poster Reimbursement
   b. **OPTION 2:** You may also submit the completed form + original receipts to us on the day of the Poster Session during registration. This will be the last day that we will accept reimbursement submissions.

*Please consider the time it takes for the mailroom to deliver intercampus mail when sending in your reimbursement. Poster reimbursements are budgeted out of the current Fiscal Year. In order to ensure your reimbursement is processed by CHLA before the close of the Fiscal Year, we will not be able to reimburse poster printing expenses for requests received after June 12th. Any forms received after June 12th will be returned to the sender.

Best Poster Awards: A committee will review abstracts for Best Poster Award. If you are selected as a Finalist, you will be notified and sent a separate set of instructions. Finalists must use appropriately branded posters (see "Poster Templates" above). Each Finalist will prepare and present a 2-3 minute lightning talk, also known as a Data Blitz.
Winners will be announced at the Awards Ceremony after the lightning talks.

Event Details
2018 Poster Session Schedule
Tuesday, June 12, 2018
Anita S. Watson Courtyard, The Saban Research Building, 4661 Sunset Blvd. Los Angeles, CA 90027
- 12 - 1 p.m.   Lunch & Keynote Speaker Presentation
- 1 - 3 p.m.   Poster Session
- 3 - 4 p.m.   Finalists' Data Blitz & Awards Ceremony
- 4 p.m.   Reception

We look forward to seeing you there! For questions, please email tecpad@chla.usc.edu.