

**Abstract and Poster Presentation Guidelines**  
**2024 Annual O'Neal Research Retreat – October 18, 2024**

**SUBMISSION OF ABSTRACTS DURING REGISTRATION**

- The poster title should be 200 characters or less.
- Please include all authors and their affiliations when registering. The first author is the presenting author.
- Only one abstract is allowed per presenting author (the presenting author may be a co-author on other abstracts).
- The abstract should contain a brief description of the research to be presented and is limited to 300 words. Longer abstracts will be automatically truncated once this limit is reached.
- Please also upload a PDF of your abstract so special characters are not corrupted/lost. This document is for verification only; it will not be used unless there is a special character question.
- All submitted abstracts will be assigned a space to be presented as posters at one of the two poster sessions at the retreat.
- All posters presented live at the retreat will be judged and considered for prizes.
- **You are responsible for printing and bringing your poster.**
- Your mentor is required to be a poster session judge. When you register, you will select your PI and they will be contacted to serve as a judge (they will only be assigned posters they do not have a conflict of interest with).

**POSTER DISPLAYS**

- Poster dimensions will be *strictly enforced*. **The maximum allowed size is 48”x 48.”**
- A poster that exceeds these measurements cannot be accommodated. Your poster may not overlap neighboring posters; you will be required to fold or trim your poster if it is larger than 48”x 48”.
- Your poster title must match the title of the abstract.

**POSTER SETUP**

- All those who submit abstracts will be expected to present their posters at the retreat.
- Once you check in at the Registration Desk, you will be given a number that corresponds to a number displayed in the upper corner of a poster board.
- **Your poster must be on display by 8:00 a.m.** You may begin to set up as early as 7:30 a.m.
- Remember to bring thumbtacks or push pins!
- As a poster presenter, you must be at the retreat and standing next to your poster during your assigned the poster session (time slots TBD) and you must be present at the award ceremony to win an award.

## **POSTER COMPETITION**

- At least two judges will visit your poster during the competition and evaluate your poster and presentation on:
  - Scientific merit
  - Presentation of poster – (you must be at the poster session)
  - Your contribution to the project
- Winners will be announced at the meeting, and awards will be presented in the afternoon. **You must be present to win an award.**
- Please plan to stay for a professional photo at the end of the awards ceremony if you are a winner.
- There will be multiple awards per category. Details TBD and will be on the website before the retreat.

If you have any questions regarding the research retreat or poster guidelines, contact Amber O'Connor ([aoconnor@uab.edu](mailto:aoconnor@uab.edu)) or Dr. Susan Ruppert ([sruppert@uab.edu](mailto:sruppert@uab.edu)).

We look forward to having your poster at the retreat. Thank you in advance for following these guidelines!