



Scientific Poster Presentation Guidelines

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Key Points

- You must submit **both a digital (PDF) poster and bring a paper poster** to the conference.
 - Detailed poster guidelines (both digital and paper) are below.
 - You are responsible for printing and/or shipping your paper poster.
 - **Deadline:** Submit your digital (PDF) poster by **January 24, 2025**. To upload, login to the conference harvester and click File Upload: E-Poster Presentation (see email for your link and login)
 - **Please note:** Pay special attention to the locations in the schedule below because posters will be relocated during the conference. Initially, you will hang your poster in the Flores Ballroom Foyer. On Thursday at 2:30 PM, we will move all posters to the Fiesta Ballroom/Exhibit Hall. After the formal poster presentation on Friday, the posters will be moved back to the Flores Ballroom, where you will eventually dismantle your poster by 1:00 PM on Saturday.
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Important Dates

- **Friday, January 24, 2025**
E-Poster PDF Submission Deadline – Upload your Digital Poster PDF to be included in the poster contest and on meeting app
- **Wednesday, February 19, 2025 | 3:00 PM – 6:00 PM**
Poster Set-Up – Hang your poster in the **Flores Ballroom Foyer**
- **Friday, February 21, 2025 | 10:30 AM – 11:00 AM**
Formal Poster Presentation – Stand by your poster during this session in the **Fiesta Ballroom/Exhibit Hall**.
- **Friday, February 21, 2025 | 12:45 PM**
Poster Awards Session – Winners announced during the AACS Business Town Hall & Awards Luncheon in Flores Ballroom 1-4.
- **Saturday, February 22, 2025 | 12:15 PM – 1:00 PM**
Poster Dismantle – Remove your poster in Flores Ballroom Foyer. Posters not taken down by 1:00 PM will be discarded.



Poster Display Location and Schedule

Posters will be displayed in the Fiesta Ballroom (Exhibit Hall) and Flores Foyer during the Meeting.

Note: Our team will relocate posters during the conference but will not handle set-up or dismantling.

Poster Set-Up and Dismantle:

- Set-Up: Wednesday, February 19 | 3:00 PM – 6:00 PM | Flores Foyer
- Dismantle: Saturday, February 22 | 12:15 PM – 1:00 PM | Flores Foyer

Poster Viewing Times:

- Thursday, February 20:
 - 7:00 AM – 2:30 PM | Flores Foyer
 - 3:00 PM – 7:00 PM | Fiesta Ballroom (Exhibit Hall)
- Friday, February 21:
 - 8:30 AM – 11:00 AM | Fiesta Ballroom (Exhibit Hall)
 - 11:30 AM – 5:15 PM | Flores Foyer
- Saturday, February 22:
 - 7:00 AM – 12:15 PM | Flores Foyer

Formal Poster Presentation (must stand by your poster):

- Friday, February 21 | 10:30 AM – 11:00 AM | Fiesta Ballroom/Exhibit Hall

Poster Awards Session:

- Friday, February 21 | 12:45 PM | AACS Business Town Hall and Awards Luncheon | General Session Room – Flores Ballroom 1–4



Poster Contents

Your poster should include the following:

- Presentation title
- Author name(s), title/affiliation, and location
- A headshot photo of the presenting author
- Disclosures of:
 - Relevant financial relationships
 - Off-label usage, if applicable (e.g., discussing unapproved medical devices or procedures)

Your poster should not include:

- Commercialism
 - All poster presentations **must avoid commercialism**. No trade names should be used. Advertising matter may not be distributed, nor any material displayed which in any way directly promotes the interests of any particular company, enterprise, or the exhibitor(s). Any medications or other substances referred to in the presentation material must be identified by their scientific names only.
- Selling or Order Taking
 - No selling or order-taking is permitted by persons other than exhibitors, even concerning products or services provided by non-profit enterprises. In addition, any medications or other substances referred to in exhibit materials must be identified by their scientific names.

Format Guidelines

Paper Poster

- Paper posters must fit in the following dimensions: 48 inches × 48 inches (4 ft × 4 ft)
- Concise text emphasizing key facts with logical, simple layout with sparing use of colors.
- You must bring your paper poster to the meeting.
- You must use push pins/tacks to adhere to your poster. Some push pins will be available onsite, but it is recommended for poster presenters to bring their own push pins.
- No other furniture, freestanding equipment, etc., are allowed in the poster presentation area.

Printing Your Poster


- **Printing:** You are responsible for printing and bringing your poster to the meeting. There is no onsite Office for printing at the meeting.


E-Poster for PDF Compilation and Judging

- Create a **one** PPT Slide to convert to a PDF
 - Only include text and static images. No video or animation may be included.
 - You should use Microsoft PowerPoint, 16:9 aspect ratio
 - [Download the AACCS 2025 Annual Scientific Meeting PowerPoint template](#)
- When saving your file, be sure to embed the font version.
 - Click the **File** tab and then click **Options** (it's near the bottom left corner of the window).
 - In the left column, select the **Save** tab.



- At the bottom, under **Preserve fidelity, when sharing this presentation**, select the **Embed fonts in the file** check box.
- Click **OK**.

Preserve fidelity when sharing this document:  Document1 ▾

Embed fonts in the file 

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

- When you are ready to submit your e-Poster, please **log onto Cadmium (Conference Harvester)** and complete the File Upload task to submit the poster.
- **Submission deadline: January 24, 2025**

Poster Contest Judging and Awards

Scientific posters will be judged by the Cosmetic Surgery Foundation based on:

- Originality
- Presentation
- Research Methods & Results
- Conclusion

Winners will be announced during the **AACS Business Town Hall and Awards Luncheon**:

- Friday, February 21 | 12:45 PM | General Session Room – Flores Ballroom 1–4

Monetary prizes will be awarded!

Important: To be eligible for a poster award, presenters must both submit the digital version of their poster by the stipulated deadline **and** hang their paper poster at the meeting. Failure to do so will disqualify the presenter from consideration for an award.

Presenters may withdraw their poster from consideration for judging on request.

General Faculty Information

- **Faculty Attire:** All faculty are asked to wear professional/business attire.
- **No Political or Religious Commentary; No Plagiarism:** This is a scientific forum, and therefore, political and religious commentary or statements are inappropriate and should not be included in abstracts, presentations, or discussions. In addition, plagiarism will not be tolerated.



- **No Logos in Presentations:** No logos (medical practice logo, company logo, personal logo) will be permitted during PowerPoint presentations, videos, and on posters, other than a watermark/logo that will be permitted on: (1) the initial PowerPoint slide, (2) beginning of a poster presentation, and (3) on photos.
- **Before and After Photos:** It is important to include proper and clear ‘before and after’ photos of your cases, if applicable. Permission to use patient photographs is the responsibility of the author(s). All pre- and post-operative photographic results must not be computer altered or retouched. Use .gif or .jpg format. **Photographs must be high quality, clear, have good lighting.**
- **No Audience Taking Photos or Videos:** No photographs or video recordings are permitted in the educational sessions.
- **CME Policy on Payments from Ineligible Companies:** Speakers or planning committee members are not permitted to accept payments or reimbursements from any ineligible company for presenting CME activities.
- **Audience:** We are anticipating approximately 500-600 in attendance with varying degrees of knowledge and experience in cosmetic surgery.
- **Questions? Contact:**
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