



Poster Spotlight Presenter Checklist

What is a Poster Spotlight?

A Poster Spotlight presentation is an abstract selected by the Program Committee to have the poster presented in a Track Hub theater at ASM Microbe. Poster Spotlights are a digital presentation of a poster shown on a screen. These 10-minute Poster Track Talks will take place in the track-specific Track Hub located in the Exhibit and Poster Hall using electronic posters (e.g., PDFs). Four posters are presented in each Poster Spotlight session. These presentations will occur from 11:45am-12:30pm on the Sunday of the meeting. The date, time, and location of your presentation was sent to you in your disposition letter. This information is also available in the Tasks tab of your [presenter portal](#).

NOTE: Abstracts are subject to withdrawal if the presenting author does not register by April 1. The email address used for registration must match the address used for the abstract and ASM account.

How to Format Your Presentation:

- ✓ PDF version of a Poster
- ✓ Summarize your Poster in 5 minutes and allow for 5 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. PowerPoint or PDF. The format of your Poster can be a PDF or a PPT file, both are acceptable.
 - Projection, the Presentation Management System vendor, will contact you directly with instructions to upload your presentation to their system *before* ASM Microbe 2024 begins.
 - **Important note:** *To protect the integrity of the abovementioned presentation management system, **personal laptops will not be permitted** for presentation.*

Audio-Visual Set-up in the Track Hubs Theaters

The Track Hub areas are located in the Exhibit and Poster Hall. Poster Spotlights take place in the theater area with a screen, laptop with the presentation management system, handheld mic and small podium. Presenters will stand to the side of the screen and share their Poster. A wireless remote will allow presenters to advance, zoom in and out of the PDF poster that was uploaded into the presentation management system.

General Guidelines:

- Hold the microphone close to mouth when speaking so attendees can hear your presentation. Technician will clean microphones in between each presentation.
- Utilize clear visuals and graphics instead of text; limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure Posters are clear and readable – double space your text
- Use clear fonts and contrasting colors
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your Poster must be readable from the back of the theater areas
- Prevent using font sizes smaller than 18pt
- Cite your sources

Poster Session and ePosters

Poster Spotlight presenters also receive a poster board assignment on the same day as the Poster Spotlight presentation. Abstracts accepted for Poster Spotlight Presentations were double slotted, you should have received a second invitation with a second abstract control number for a Poster Session in the Poster Hall on the same day as your Poster Spotlight. Dedicated Poster presentations are scheduled in the Poster Hall from 10:30-11:30am and 4:00-5:00pm on Friday and Saturday, and from 10:30-11:30am and 3:00-4:00pm on Sunday. Poster Spotlight

Presenters may upload an ePoster. ePosters are available only to in-person attendees as a complement to their in-person attendance.

Instructions for uploading ePosters will be sent in May 2024.

Questions?

Please e-mail ASM Meetings Staff with any questions at asmmicrobemtprogram@asmusa.org. We look forward to seeing you in Atlanta!

Sincerely,
ASM Microbe 2024 Programming Team