

POSTER PRESENTER TASKS AND PROFILE DATA GUIDANCE

All poster presenters who submitted profile details in the abstract submission will receive a log in key with the acceptance letter. Additional names can be added at this point by submitting a request including the names, emails, and the presentation title to assign them to Lori.Lawrence@amsus.org.

Note: This is a different site than the abstract submission and this information will be used to populate the meeting agenda and presentation materials.

Please use your provided key code to log in and complete the following details by each Task due date; see the example below. As your Tasks are completed, they will change from Red X to Green ✓

AMSUS
The Society of Federal Health Professionals

2022 AMSUS Hybrid Annual Meeting

Serving Federal Health Professionals for 130 Years

In-Person 7 - 10 February
Virtual 22 - 25 February

Presenter Portal | Log Out | Task Progress (44%) | Event Details | Technical Support

EVENT INFORMATION

Dates: Feb 22 - 25, 2022 (Tue — Fri)
Location: virtual
National Harbor, Maryland
More Information: [Website](#)
[Contact the Event Organizer](#)

YOUR INFORMATION

Lori Lawrence (0 Logins)
[View / Edit Your Profile](#)

FEEDBACK

We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

TASKS

(you have 5 left to complete out of a total 9 assigned tasks)

- ✓ Update Profile Information (completed 10/21/2021 at 8:43 AM)
- ✓ Photo Upload (optional) (completed 10/21/2021 at 8:44 AM) -- [PREVIEW UPLOAD](#)
- ✗ Update Your Biography (task is due Thursday, January 6, 2022)
- ✓ Continuing Education Agreement (completed 10/21/2021 at 8:44 AM) [PREVIEW](#)
- ✗ Presentation Outline (task is due Friday, November 19, 2021)
- ✓ Upload your Poster (completed 10/21/2021 at 8:42 AM) -- [PREVIEW UPLOADS](#)
- ✗ Poster Audio (task is due Monday, December 20, 2021)
- ✗ Meeting Registration (task is due Wednesday, February 16, 2022)
- ✗ Set up your Live Video Chat Date/Times (task is due Wednesday, February 16, 2022)

PRESENTATION DATA



PRESENTATION OUTLINE

Submit Outline



Please provide an outline of your poster content and speaking points. It is suggested you utilize your Learning Objectives submitted with the abstract summary and provide supporting detail for each point. Your poster image and audio recording are due at a later date.

(example) Title

I. Learning Objective #1

a. supporting details to be presented

II. Learning Objective #2

a. supporting details to be presented

III. Learning Objective #3

a. supporting details to be presented

The presentation will be a total of 15 minutes maximum of audio recording with one image. You can copy/paste from a word document.

A single Power Point slide can be converted to PDF and submitted for the following task:



UPLOAD YOUR POSTER



Test LLB

Lori Lawrence - Director, Educational Programs and Professional Development, AMSUS
[Save the Date.pdf](#) (59.5 Kb) uploaded Thursday, October 21, 2021



Poster Presentation Requirements:

- For publishing purposes, the poster upload must be a PDF file at highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'
- The complete poster is limited to **one slide only**. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Minimum font size should not be smaller than 6pt

PLEASE NOTE: When you submit your poster file through this task, it will be sent directly to a publishing queue and be processed to display for attendees.

If you decide to retract your file, you may remove the content from displaying in the mobile app and/or website by clicking the "(delete this file)" link from within this upload task where you made the initial submission.



Upload Completed

You may re-upload new files in the future if you need to revise what you have already uploaded.

Submit File(s)



Upload your Poster PDF

No file chosen

Acceptable file types: .pdf, .ppt, .pptx



[Save the Date.pdf](#)

(59.5 Kb) uploaded Thursday, October 21, 2021
(delete this file)