



HVPAA 2017 National Research and Education Conference

Dear HVPAA Conference Presenters,

This document contains detailed information about preparing your podium or poster presentation for the HVPAA conference on October 8-9, 2017 in Baltimore, MD. Please review the relevant section(s). Links to the conference website, registration site and hotel information are included below.

Presenting authors who are students or house staff may register for free. Please email Pamela Johnson (ptjohnsonmd@hvpaa.org) for the promo code.

If you plan to attend the conference, we recommend arriving as early as possible Sunday, October 8th to view the >100 posters, as the podium program on Monday, October 9th runs from 8:00 am - 6:00 pm.

PODIUM PRESENTATIONS

PowerPoint Presentation: Please prepare a PowerPoint presentation that is **no more than 8 minutes in length**, to be followed by a 5 minute question and answer period. The presentation must be limited to **16 slides or less**, including title and disclosures. We have scheduled as many as 8 presentations during each podium session, so adherence to this time limit is very important.

PowerPoint Content: Your presentation may not include any copyrighted material.

Disclosures: The presenting author will be contacted by the Johns Hopkins School of Medicine Continuing Medical Education office requesting disclosure information. Please include a slide listing relevant disclosure(s) after the title slide in your PowerPoint presentation.

PowerPoint Presentation Upload: Your PowerPoint presentation must be emailed to Pam Johnson (ptjohnsonmd@hvpaa.org) no later than Friday, September 29th at 5 pm EST. We will upload your PowerPoint to the presentation computer in advance.

POSTER PRESENTATIONS

Poster Size: Posters should be no larger than 45 inches high x 45 inches wide. Please make certain that the size conforms to these requirements or your poster will not fit on the backboard space assigned to you.

Poster Content: You are encouraged to include an email address on your poster for attendees who are interested in more information about your project, but this is not a requirement. Your poster may not include any copyrighted material, unless it is from an article that you have published.

Disclosures: The presenting author will be contacted by the Johns Hopkins School of Medicine Continuing Medical Education office requesting disclosure information. Please include relevant disclosure(s) your poster as well.



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Poster Setup: Posters must be hung on Sunday, October 8th, between 6 am and 10 am. Poster spaces will be assigned. We will provide backboards and stick pins. If you are not able to arrive by 10 am on October 8th, you can ship the poster to us and we will hang it for you. Please email Pamela Johnson at ptjohnsonmd@hvpaa.org for shipping instructions.

Poster Presentation Sessions: Poster viewing begins at 11:00 am on Sunday, October 8th. We invite presenters to staff their poster during the welcome reception on Sunday, October 8th from 5 pm to 7 pm. Your participation is not required, but conference attendees will certainly enjoy the opportunity to discuss your work.

Poster Dismantling: Please take down your poster after 6 pm on October 9th. You may arrange for the conference organizers to remove your poster by emailing Pamela Johnson at ptjohnsonmd@hvpaa.org, but we are unable to ship posters back.

ADDITIONAL INFORMATION

Conference website: <http://www.hvpaa.org/symposium/>

List of all poster and podium presentations: <http://hvpaa.org/presentations/>

Conference registration site: <http://bit.ly/hvpaa17>

Conference location: [Baltimore Marriott Waterfront](#)

Marriott reduced room rate key: <https://aws.passkey.com/go/JHHighValuePracticeResearch>

Other hotels near conference location: <http://www.harboreastbaltimore.com/hotels/>

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