

AADOCR/CADR Annual Meeting Poster Session Chair Guidelines

Before the session:

- Become familiar with the abstracts in your assigned session(s). Go to <http://www.aadocr.org/25aaapp>. Use the search function to search the session title(s) you have been assigned and the abstracts associated with them.
- Arrive for your session(s) 15 minutes early to locate the posters that have been assigned to you.
- The poster presenters are required to be at their assigned board for their designated presentation time but are not required to be at their boards for the full poster viewing time.

During the session:

- Introduce yourself to the presenters if time permits.
- Monitor the presentations. Encourage participation by introducing people in the area to specific authors and performing "crowd control" as necessary. If a poster draws no questions from the floor, you are encouraged to ask questions in an attempt to stimulate discussion – especially for the student presenters.
- Assist with delegates trying to find poster numbers if asked. Presenters can look up their poster numbers by finding their names (in bold) in the app.
- **Make note of any "no shows".**

After the session:

- **Promptly fill out the post-session evaluation form at <https://www.surveymonkey.com/r/25AAAMChair>.** For this form you will need to have the final presentation #'s of any "no shows" (empty boards) or presenters who were not at their boards during the designated presentation time (in your assigned session).

POSTER PRESENTATIONS

DAY	Presentation Numbers	POSTER VIEWING	POSTER PRESENTATION TIMES
Thursday, March 13, 2025	Block #1: 0170-0360 Block #2: 0476-0690	8 a.m. – 4:45 p.m.	Block #1: 11 a.m.-12:15 p.m. Block #2: 3:15 p.m.-4:30 p.m.
Friday, March 14, 2025	Block #1: 0743-0962 Block #2: 1044-1256	8 a.m. – 4:45 p.m.	Block #1: 11 a.m.-12:15 p.m. Block #2: 3:15 p.m.-4:30 p.m.
Saturday, March 15, 2025	Block #1: 1310-1504 Block #2: 1554-1753	8 a.m. – 4:45 p.m.	Block #1: 11 a.m.-12:15 p.m. Block #2: 3:15 p.m.-4:30 p.m.

POSTER SET-UP: 7:15 a.m. – 8 a.m.

POSTER TEAR-DOWN: 4:45 p.m. – 5 p.m.

Note: IADR will not be responsible for posters and materials left on poster boards after the stated hours.