Poster Mounting Requirements – IN-PERSON

- The maximum area per poster is **45 inches high by 45 inches wide** and should be mounted at eye level. You must hang your poster between **7:00 AM – 10:00 AM** on the day of your presentation.
- Do not mount materials on heavy board because it will be difficult to affix the materials to the poster board. Keep presentation as lightweight as possible.
- Prepare and bring to the meeting all materials needed for the poster (figures, tables, etc.).
- Bring the necessary pushpins to mount the poster. The ACNP will have a limited supply of pushpins.
- **PRINTING RESOURCE** – The FedEx Business Center Located in the Manchester Grand Hyatt has set up an on-demand ordering site for your convenience. *Printing Costs are the responsibility of the presenter.* Posters will be printed offsite and delivered to the onsite Business Center. ***Orders must be placed by January 4, 2027.*** Please use this link to create an account and place your order. https://www.office.fedex.com/ondemand/hc5578
  Note: This is not managed by ACNP; Please direct any questions to FedEx:

  FedEx Office Print & Ship Center
  1 Market Pl
  San Diego, California
  92101
  1(619) 236-7956

- **Shipping to Manchester Grand Hyatt San Diego –** please see this document for pricing and information. *All presenters are responsible for all shipping and handling fees.*

  Grand Hyatt SD
  Hold for: <insert name of onsite guest and/or organization>
  1 Market Place
  San Diego, CA 92101

Poster Presentation & e-Poster Upload Requirements – ALL

- Place the poster title at the top of the poster board in 1" high letters.
- Please indicate the presenting author in the author block (bold, underline, asterisk, etc.).
- All disclosures relevant to this study must be listed on the poster.

- Remember, illustrations may be read by interested scientists from distances of about 3 feet or more. Keep them simple. Charts, drawings, and illustrations should be heavily drawn.

- For information on an optional poster format to use, please click here. *The goal of this format is to highlight the main findings in order to grab the attention of those browsing the e-Poster gallery. Council hopes this new format will encourage those who may be less familiar with your work to stop by and visit at the poster session or leave a comment on your e-poster. It is NOT required that you adopt this format. However, we are asking that you are aware of the intent to increase spontaneous visits to your poster and engagement with the broader scientific ACNP community (particularly people from outside or intersecting fields) and use it as a source of ideas when preparing your poster. This new format is a clear, concise billboard format that has the main research finding written in the middle, in plain language.*

- **As a poster presenter, you will be required to:**

1. Upload your e-Poster to the e-Poster gallery by **Thursday, January 7, 2027.**
    a. Available file types to upload include: PNG, JPG, JPEG, or GIF. The optimum layout and size for e-Posters is 3000 x 2000 pixels, and a file size not exceeding 3 MB.
2. Upload an audio recording of a 1-3 minute presentation summary of your poster (**strongly encouraged).** If an audio file is uploaded, when attendees view your e-Poster they will be able to listen to your audio presentation.
    a. This must be in a .mp3 or .AAV file format and cannot exceed 8 MB.
    b. To audio record your presentation, you can utilize an online audio recording site (example: https://online-voice-recorder.com/) or use a voice recording app on your smart phone then upload the file.
3. Upload any supplemental materials/handout files to accompany the poster.

PLEASE NOTE: There will be no live virtual poster session. Poster presenters who are registered for recording access only will upload their e-poster to have it displayed in the e-poster gallery. It will be browsable and searchable, and attendees can listen to the audio recorded presentation and post questions or comments.