

Information for PRESENTERS at the 2006 SRA Annual Meeting

Congratulations on the acceptance of your abstract. The Annual Meeting Committee is delighted that you will participate in the meeting and hopes to make your experience a good one. Please note that all persons attending the Annual Meeting (or any part thereof) are required to pay the appropriate registration fee as indicated on the registration form. Most importantly, **ALL PRESENTERS MUST REGISTER FOR THE MEETING BY SEPTEMBER 15, 2006 TO ENSURE INCLUSION OF THEIR ABSTRACTS IN FINAL PROGRAM.**

If for any reason you need to cancel your presentation, as a courtesy to the Society and the other meeting participants, please contact your session chair, the Annual Meeting Committee chair (Dr. Kimberly Thompson, kimt@hsph.harvard.edu), AND Lori Strong of the SRA Secretariat (lstrong@burkinc.com) as soon as possible. If you cancel after September 15, 2006, you will not receive a refund and you will need to work with the session chair to either find an appropriate replacement speaker or the session chair may replace your talk (at the discretion of the session chair and the chair of the Annual Meeting Committee). Please direct any questions about the meeting and logistics to Lori Strong (lstrong@burkinc.com, phone: 703-790-1745, fax: 703-790-2672).

Oral presentations:

Please arrange with your session chair either to send him/her your presentation electronically in advance for loading onto the computer before the session, or to bring it on a USB flash drive so you can load it directly. You must report to the room where the session will be held 10 minutes before the session begins so that all of the presentations can be loaded before the session starts. Session chairs will start and end every speaker on time, so please plan accordingly.

Poster platform presentations:

Each session will begin with a short oral presentation by each speaker giving highlights of his/her presentation (i.e., 3-5 minutes maximum, with the actual times specified by the session chair). Following these oral presentations, presenters will stand by their posters for the remainder of the session for one-on-one interactions. Presenters should arrive 10 minutes prior to the beginning of the session to put up their posters and should remove them immediately following the session.

Poster presentations:

Each presenter will be assigned a space of 4' high x 8' wide. All lettering used on posters should be legible from 5 feet away (i.e., minimum type size not less than 18 points and the style should be bold or semibold in simple, clean-looking type). Each presenter is responsible for assembly and removal of his/her poster and should bring tacks or pins to attach materials to the space (please do not use tape). Posters may be displayed beginning at noon (during lunch) on Monday and must be removed on Monday evening at the end of the poster session. Materials left up after 8 PM on Monday will be taken down, and the SRA accepts no responsibility for materials that may be lost or damaged.

We thank you for presenting your work at the SRA Annual Meeting and look forward to seeing you in Baltimore, MD in December.