

## FAQS for POSTER PRESENTERS

### When is my poster presentation?

- Early Career Physician posters will be judged on Thursday, April 3, 2025.
- Resident/Fellow Research posters will be judged on Thursday, April 3, 2025. The Research Poster Competition includes submission to the following categories: Basic Research, Clinical Research, High Value Care, Physician Well-being and Professional Fulfillment, and Quality Improvement/Patient Safety.
- Resident/Fellow Clinical Vignette posters will be judged on Friday, April 4, 2025.
- Medical Student posters will be judged on Saturday, April 5, 2025.

### Where is my presentation?

Posters will be displayed and judged in the Career and Professional Development Center – Hall G, of the Ernest N. Morial Convention Center.

### Will you register me for the Internal Medicine Meeting 2025?

Yes! ACP staff will handle your registration for the Internal Medicine Meeting 2025, and the registration fee will be waived. If you've already registered, we will refund the fee. Please keep in mind that Early Career Physicians and Resident/Fellow Members must have their dues paid and be in good standing for us to complete your registration for the meeting.

### If I cannot attend the ACP Internal Medicine Meeting 2025, can a co-author present in my place?

No, only first authors (those who submit the abstract) will be registered for the meeting and invited to present. If you cannot attend, you must forfeit your presentation.

### Will there be a virtual ePoster competition?

No, the poster competitions will be held in person at the Internal Medicine Meeting 2025 in New Orleans, LA. Currently, we do not plan to offer a virtual presentation option.

### What is required for the poster competitions?

You will need to bring a paper poster to the meeting. Poster boards will be shared among presenters, with each board measuring 8 feet wide by 4 feet long. Each presenter will be assigned a space of 4 feet wide by 4 feet long, and it's important to stay within these limits—no exceptions will be made. For the best fit, it is recommended that your poster be slightly smaller than the allocated space, with a size of 3 ½ feet wide by 3 ½ feet long being ideal.

In addition to the paper poster, we will require that you create an ePoster so that all posters can be viewed throughout the entire meeting. The ePoster should consist of **1 slide** formatted as a poster and can be easily made using Microsoft PowerPoint and should include a voice-over. ***ePosters with voice-overs should not exceed 100 MB with a 4-minute time limit. The system will not allow you to upload anything the exceeds the suggested time limit or file size.***

### When is the ePoster deadline?

The deadline to upload your ePoster is Wednesday, March 5, 2025.

### How do I create a Voice-over PPT presentation?

If you are creating your ePoster on a Windows device, see the link for Creating a Voice-Over PowerPoint Presentation.

If you are creating your ePoster on a MacBook, use these instructions:

On many MacBooks, PowerPoint will not save as an MP4 with audio. Here are the steps MacBook users need to follow to save their poster presentations as MP4's.

1. Do not use PowerPoint to record your voice
2. Instead, use QuickTime player to make a screen recording. <https://support.apple.com/en-us/HT208721>
3. Use iMovie to convert the QuickTime file to an MP4: <https://www.youtube.com/watch?v=L4LhjpKIRAQ>
4. Compress the MP4 file if the file is too big: <https://www.ps2pdf.com/compress-mp4>

### **What are my other expenses?**

You are responsible for arranging your own travel and hotel accommodations. If you need a hotel room, visit [Internal Medicine Meeting 2025 Travel & Housing](#).

### **Will my abstract be published?**

Your abstract will be available on our website. The file will include all winning and finalist abstracts in both the Research and Clinical Vignette categories.

### **Am I eligible for a prize?**

Medical Students and Resident/Fellow Members are eligible to compete for a monetary prize in the poster division. Poster winners will be announced at the Celebrating Internal Medicine Reception on Saturday, April 5, 2025, from 6:30 pm–7:30 pm, CC – Ballroom AB.

### **What if I have questions?**

Please contact ACP Abstracts Program at 800-ACP-1915, ext. 2666, or direct at 215-351-2666, or via e-mail at [abstracts@acponline.org](mailto:abstracts@acponline.org).

**Chapter Winners:** Please contact your local ACP Chapter for information about reimbursement of your travel and housing expenses. The National ACP office will register you for the meeting. If you have already registered for the meeting, your fee will be refunded. Please note that you must be in good standing (dues paid) for us to register you for Internal Medicine Meeting 2025.