

Important Notes & Reminders for Poster Presenters

Poster Presenters

1. Please make sure you come early on the day of the conference, as the first session for the poster presentations will begin at 7 AM.

2. You need to be by your poster table to explain and do a presentation to the poster presentation attendees. **YOU WILL ALSO NEED TO SIGN THEIR VERIFICATION FORM** once they finish attending your presentation.

3. The following are the set sessions for the poster presentations:

7:00 – 8:00 AM

8:50 – 9:40 AM *(Please note that this session ends 10 minutes earlier to allow verification of attendees as they return to the seminar conference room. Bells will be rang to alert attendees to begin returning to the seminar room.)*

12:00 – 12:30 PM

4. All seminar attendees who will require contact hours will **need to complete the “Poster & Presenter Evaluation & Verification Form.”** The form should be completed in its entirety.

5. Only poster presentations that have been duly verified and signed by the poster presenters will be awarded contact hours.

6. Make sure you remind the attendees to turn in their “Poster & Presenter Evaluation & Verification Form” when they complete all the poster presentations and have them verified. **No completed and verified “Poster & Presenter Evaluation & Verification Forms,” means NO CONTACT HOURS.** There will be no exceptions to this rule. As approved providers of continuing education credits, we are obligated to follow the rules of the accrediting agency.

7. Remember to register for the conference. The registration form can be downloaded from the UPNAAI website at www.upnaai.org. The early bird rate ends on July 15, 2015.

8. As a poster presenter, **you WILL NOT be allowed to mention, endorse, or sell any products. This is an educational offering.** You will be asked to sign a form agreeing to this stipulation. There will be monitors who will be listening in to your presentation. The Poster Monitors will warn you if they hear any endorsements, mention or sale of any products. If you continue to do so, you will be discreetly asked to stop your presentation.

9. If you wish to sell or endorse any products, we have an EXHIBITORS SECTION where selling and endorsing will be permissible. Please email Iren Bobis-Roldan at irenibr2@aol.com for more information if you are interested.

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UPNAAI Education & Research Committee