



# Scientific Poster Presentation Guidelines

*As of December 15, 2025*

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## Key Points

- You must **bring a paper poster** to the conference **AND** submit a **digital (PDF) poster**.
- Detailed poster format instructions (both digital and paper) are included in these Guidelines.
- You are responsible for printing and bringing/shipping your paper poster to the Meeting.
- **Deadline:** Submit your digital (PDF) poster by **January 8, 2026**, to be considered for an Award.

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## Important Dates & Times

### Thursday, January 8, 2026

- **Digital Poster Submission Deadline** – Upload your Digital Poster PDF to be displayed via the official Conference App. Your digital poster must also be submitted by this date to be considered for an Award.

### Onsite at the 2026 Annual Scientific Meeting, Tampa

#### Thursday, February 5, 2026

- **10:00AM – 11:00AM: Poster Set-Up** – Hang your printed poster in the Poster Exhibition Area in the Exhibit Hall.
- **3:30PM – 4:00PM: Formal Poster Presentation** – Stand by your poster during the Thursday afternoon coffee break in the Exhibit Hall and discuss your presentation with attendees.

#### Friday, February 6, 2026

- **12:30 PM: Poster Awards** – Award winners announced during the *AACS Business Town Hall & Awards Luncheon* in General Session Room, H.B. Plant Ballroom A-E, Level 2.

#### Saturday, February 7, 2026

- **12:00PM – 1:00PM: Poster Dismantle** – Remove your poster. Posters not taken down by 1:00 PM will be discarded.



## Onsite Poster Display Location and Schedule

**Poster Display Location:** Exhibit Hall (Tampa Bay Ballroom, Level 4); JW Marriott Tampa Water Street Hotel

**Poster Set-Up and Dismantle:**

- Set-Up: Thursday, February 5 | 10:00AM – 11:00AM
  - You must hang your poster in the numbered space assigned to your poster in the Final Program Guide.
- Dismantle: Saturday, February 7 | 12:00 PM – 1:00 PM
  - Posters not taken down by 1:00 PM will be discarded.

**Poster Viewing Times:**

- Thursday, February 5 | 11:00AM – 6:30PM
- Friday, February 6 | 10:00AM – 4:00PM
- Saturday, February 7 | 9:00AM – 11:00AM

**Formal Poster Presentation (must stand by your poster):**

- Thursday, February 5 | 3:30PM – 4:00PM

**Poster Awards Presentation:**

- Friday, February 6 | 12:30 PM | *AACS Business Town Hall and Awards Luncheon* | General Session Room, H.B. Plant Ballroom A-E, Level 2

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## Poster Contents

**Your poster should include the following:**

- Presentation title
- Author name(s), title/affiliation, and location
- A headshot photo of the presenting author
- Disclosures of:
  - Relevant financial relationships with ineligible companies – see text templates below.
  - Off-label usage, if applicable (e.g., discussing unapproved medical devices or procedures)

Option 1 – I have no disclosures	Option 2 – I have disclosures (example)
Relevant to the educational content, I have no financial relationships with ineligible companies to disclose.	Relevant to the educational content, I have the following relationships with ineligible companies to disclose. All relationship(s) have been mitigated. <ul style="list-style-type: none"><li>● Speaker for &lt;Company Y&gt; and I received an honorarium payment</li><li>● Royalties from &lt;Company Z&gt;</li></ul>



Your poster should not include:

- Commercialism

All poster presentations **must avoid commercialism**. No trade names should be used. Advertising matter may not be distributed, nor any material displayed which in any way directly promotes the interests of any particular company, enterprise, or the exhibitor(s). Any medications or other substances referred to in the presentation material must be identified by their scientific names only.

- Selling or Order Taking

No selling or order-taking is permitted by persons other than exhibitors, even concerning products or services provided by non-profit enterprises. In addition, any medications or other substances referred to in exhibit materials must be identified by their scientific names.

- Logos in Presentations

No logos (medical practice logo, company logo, personal logo) will be permitted on posters, other than a watermark/logo that will be permitted on: (1) the beginning of a poster presentation, and (2) on photos.

## Poster Format Guidelines

### 1. Paper Poster

- You must bring a printed paper poster with you to the meeting to hang in the Poster Exhibition space.
- Paper posters **must not exceed** the following dimensions: **48 inches × 48 inches (4 ft × 4 ft)**. If your poster is larger than these dimensions, it will not fit on the provided poster board.
- Include concise text emphasizing key facts with logical, simple layout with sparing use of colors.
- You must use push pins/tacks to adhere to your poster. Some push pins will be available onsite, but it is recommended for poster presenters to bring their own push pins.
- No other furniture, freestanding equipment, etc., are allowed in the poster presentation area.

#### Printing Your Poster

- **You** are responsible for printing and bringing your poster to the meeting. There is no onsite Office for printing at the meeting.

### 2. E-Poster for Digital Viewing

- You must also submit a **digital version** of your paper poster, which will be made available for attendees to view via the Conference App.
- You should do this by creating your poster on a **Microsoft Powerpoint slide** in 16:9 aspect ratio and convert the file to PDF.
  - This is important to ensure the file size and orientation are appropriate for digital viewing.
- Only include text and static images. No video or animation may be included.
- When saving your file, be sure to embed the font version.
  - Click the **File** tab and then click **Options** (it's near the bottom left corner of the window).
  - In the left column, select the **Save** tab.



- At the bottom, under **Preserve fidelity, when sharing this presentation**, select the **Embed fonts in the file** check box.

**Preserve fidelity when sharing this document:**  ▼

**Embed fonts in the file** i

**Embed only the characters used in the document (best for reducing file size)**

**Do not embed common system fonts**

#### How to Submit Your Digital Poster:

1. **Log onto Cadmium (Conference Harvester)** and complete the File Upload task to submit the poster. Accepted file types: .ppt; .pptx; .pps; .ppsx; .pdf.
2. **Send your digital poster via email to [kvanzandt@cosmeticsurgery.org](mailto:kvanzandt@cosmeticsurgery.org).** You are responsible for confirming receipt.

**Submission deadline: January 8, 2026.**

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## Poster Contest Judging and Awards

Scientific posters will be judged by the Cosmetic Surgery Foundation based on:

- Originality
- Presentation
- Research Methods & Results
- Conclusion

Winners will be announced during the ***AACS Business Town Hall and Awards Luncheon***:

- Friday, February 6 | 12:30PM | General Session Room, H.B. Plant Ballroom A-E, Level 2

Monetary prizes will be awarded!

**Important:** To be eligible for a poster award, presenters must both submit the digital version of their poster by the stipulated deadline **and** hang their paper poster at the meeting. Failure to do so will disqualify the presenter from consideration for an award.

Presenters may withdraw their poster from consideration for judging on request.



## General Information for All Faculty

### Register for the meeting

- All faculty must register and pay the standard registration fees for the meeting, as well as transportation and accommodation costs. There is not a discount for faculty. CLICK TO register for the meeting:  
<https://aacs2026.cosmeticsurgery.org/register/>

### Hotel and travel

- Don't forget to make your hotel reservations. CLICK TO view hotel rates and make your reservation:  
<https://aacs2026.cosmeticsurgery.org/hotel/>

### Faculty attire

- All faculty are asked to wear professional/business attire.

### No political or religious commentary; no plagiarism

- This is a scientific forum, and therefore, political and religious commentary or statements are inappropriate and should not be included in abstracts, presentations, or discussions. In addition, plagiarism will not be tolerated.

### Before and After Photos

- It is important to include proper and clear 'before and after' photos of your cases, if applicable. Permission to use patient photographs is the responsibility of the author(s). All pre- and post-operative photographic results must not be computer altered or retouched. Use .gif or .jpg format. **Photographs must be high quality, clear, and have good lighting.**

### Photography and video policy

- Audience members are not permitted to take photographs or video in the educational sessions.

### Recorded meeting

- All scientific sessions will be recorded and available to those who registered for the meeting for 3 months post-meeting. CME credit is not available for viewing the recording meeting.

### CME policy on payments from ineligible companies

- Speakers or planning committee members are not permitted to accept payments or reimbursements from any ineligible company for presenting CME activities.

### Audience

- We are anticipating approximately 500-600 in attendance with varying degrees of knowledge and experience in cosmetic surgery.

### Questions? Contact:

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