

# 2025 ACS Surgical Simulation Summit

MARCH 20-21 / CHICAGO, IL

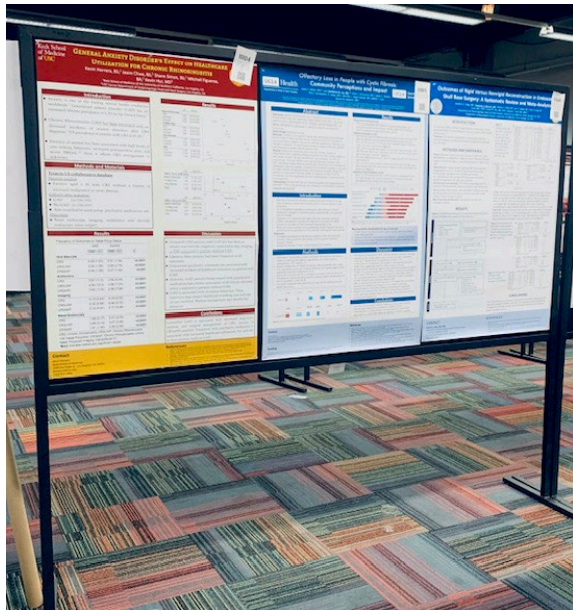
#ACSsim

## **Poster Presenter Guidelines and Instructions**

Thank you for your participation in the 2025 ACS Surgical Simulation Summit! All poster presenters must [register for the in-person meeting](#) and attend the “Meet the Authors” Poster Session on Thursday, March 20 from 3:00 – 4:00 pm CT to share your research and answer attendee questions. Please find some important details below about your poster.

### **Preparing Your Poster/ Poster Dimensions**

Posters are to be **44” tall by 30” wide**. Poster display boards will be single sided, with three (3) posters displayed per board; see image below. Posters are taller than they are wide to fit the boards. If your poster is sized any differently, we will not be able to accommodate it.



### **Location**

Posters will be displayed in the lobby area surrounding Zurich DEFG. Unlike the image above, the boards will be pushed against the walls so there will not be any open space behind the display boards.

### **Poster Setup**

Posters must be displayed by the start of the Thursday morning break (9:30 am CT). Poster tube storage is located at the Summit Registration Desk. Be sure to clearly label your poster tube. ACS is not responsible for any lost or stolen items.

**Assigned Space**

Poster numbers are posted on each display board. If you do not know your assigned poster number, ask for assistance at the Summit Registration Desk, located near Zurich DEFG. Upon arrival, please use the push pins on the display board to hang your poster.

**Poster Session**

During the Poster Session, please be stationed at your poster to facilitate discussion and answer questions from attendees. Posters will be divided into groups according to topic to aid attendees when navigating the poster area.

**Poster Removal**

If presenters cannot stay for the entire meeting, posters may be taken down at any time after the Poster Session. Otherwise, they may be displayed until the meeting ends on Friday. Any posters that are not removed by Friday, March 21 at 4:30 pm CT will be discarded.

**Printing Off Your Poster at the Meeting**

The closest business center to the Swissôtel Chicago for printing off a poster is in the Fairmont Hotel at 200 North Columbus Drive:

FedEx Office Print and Ship Center at Fairmont Chicago, Millennium Park

Phone: (312) 938-5425

E-mail: usa5609@fedex.com

Monday to Friday: 7:30am - 6:00pm

Saturday: 8:00am - 12:00pm

**Shipping Your Poster to and from the Swissôtel Chicago**

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: (Your Name) – Hotel Guest

ACS Surgical Simulation Summit, March 20-21

323 E Wacker Dr.

Chicago, IL 60601

Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item. Visit The UPS Store Business Center on the Business Level to retrieve packages and/or schedule package delivery. The UPS Store Business Center will also be available to assist guests and vendors with all outbound shipping at the close of the meeting.

Please contact The UPS Store Business Center with any questions: Phone (312) 268-8290, Fax (312) 565-9447, or E-mail Store6161@theupsstore.com. Operating hours are - Monday-Friday, 7:00am-7:00pm and Saturday, 8:00am-3:00pm.