

Thank you for considering participation as a poster presenter at the Florida Association for Healthcare Quality (FAHQ) 2024 Annual Conference. The poster presentations will occur at the conference in Orlando on April 4-5, 2024.

These are questions frequently answered for our potential conference poster presenters, and we hope the answers will support your decision to present at our conference. If you have additional questions or need any clarification please contact your conference speaker coordinator by email at posters@FAHQ.org.

1. **Will I receive a presenter fee?** To keep conference costs down for our members, FAHQ does not routinely offer presenter fees. You will receive a 50% conference registration discount if you want to register to attend the conference and obtain the continuing education credit. If more than one member of your team attends, the conference registration discount is available to the primary presenter only.
2. **Do I need to be a FAHQ member to be accepted as a poster presenter?** While we always encourage membership, you do not have to be a member to present a poster at the conference.
3. **Will I be interacting with attendees directly?** Yes, our poster presenters are asked to be available at their poster during posted poster viewing times to respond to questions from attendees. The exact times for poster viewing will be provided with final confirmation of your acceptance as a poster presenter, with the plan to have viewing during Thursday/Friday continental breakfast, scheduled breaks, and final 15 to 30 minutes of lunch breaks.
4. **What is the best format for my poster?** Posters should be no larger than 4 feet by 4 feet. Display boards will be provided, so posters do not need to be mounted. We will have regular push pins available for set-up. Let us know early if you have any additional needs.
5. **When will I set up my poster?** Set up will be Wednesday evening prior to conference start. The exact time and location will be provided with final confirmation of your acceptance as a poster presenter.
6. **Should I share any printed information with attendees?** It is up to you, but poster presenters often share a single page abstract or summary information regarding the poster content. You would be responsible for printing and providing to attendees at your poster. You may contact posters@FAHQ.org one week prior to the conference for a final registration count of registrants.
7. **What are my responsibilities as a poster presenter?** Briefly, this is what you need to do to be a FAHQ conference poster presenter (Note: timelines provided following this section):
 - a. Complete the "Poster Presentation Application" to provide the Conference Planning Team with information needed to do poster selection and submit by the deadline date. Review the form posted on the website to see what is required.
 - b. Respond to the Poster Coordinator in a timely manner when additional information is needed regarding your presentation.
 - c. When notified of your selection, provide final confirmation of session title and your commitment to participate.
 - d. Develop your poster according to requirements (#5 above).
 - e. Bring poster to conference to set up Wednesday evening.
 - f. Attend the conference to present at scheduled times and to take advantage of the other sessions and networking with our attendees!

FAHQ FORWARD 2024 – TIMELINE FOR APPLICATION AND POSTER PRESENTATION	
Requirement	Deadline
1. Submit presentation abstract.	September 30, 2023
2. Receive notice of selection as poster presenter for 2024 conference.	October 13, 2023
3. Confirm your acceptance to present your poster at the 2024 conference.	October 20, 2023
4. Submit Conference Poster Application (2024_Conf_Poster_Application.docx)	November 30, 2023
5. Submit your registration if planning to attend full conference.	January 31, 2024
6. Reserve your hotel room if staying at hotel.	February 16, 2024
7. Arrive at hotel and set up poster during Wednesday 6:00 PM – 8:00 PM.	April 3, 2024