



NUTRITION 2024

Where the **Best** in Science & Health Meet
June 29 - July 2 • McCormick Place • Chicago, IL

Abstract Presentation Guidelines: Oral Sessions, Poster Theater Flash Sessions, and Poster Presentations

Congratulations on having your abstract selected for presentation at the American Society for Nutrition's flagship meeting, NUTRITION 2024, being held from June 29 to July 2 at McCormick Place Convention Center in Chicago, IL!

Abstracts will be presented in three ways:

- Oral Sessions
- Poster Theater Flash Sessions
- Poster Sessions

Please review the following guidelines to ensure a successful presentation.

Questions? Please contact education@nutrition.org.

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Meeting Participation

Submission of an abstract constitutes a commitment by the author to present it if accepted. If an abstract must be withdrawn due to an unforeseen circumstance, please contact education@nutrition.org immediately. In the subject line, please include "Abstract Withdrawal." Failure to present at the meeting, if not justified, will jeopardize future acceptance of abstracts for ASN conferences.

- **Housing and Registration:** All meeting expenses, including housing, transportation, and registration are the responsibility of the presenter. If you have not registered or made your hotel room arrangements, please do so immediately! [Click here](#) for NUTRITION 2024 registration and housing information. **The early registration deadline is Friday, April 5 to secure the best rates.** Advanced registration rates will apply after this date.
- **Visa Information for International Registrants:** If applicable, please start your visa application process as soon as possible to determine the requirements needed for your travel to the US. Requirements may include a face-to-face interview at an embassy or consulate, an Electronic System for Travel Authorization (ESTA) application, a machine-readable passport, an e-Passport with an integrated chip, and/or other regulations. Requirements vary by country. For more information, [please click here](#).
- **Letter of Invitation:** Invitation letters will be available for print or download upon completion of your online meeting registration. This invitation is intended to facilitate travel and visa arrangements but does not extend financial support. For assistance, please contact meetings@nutrition.org.
- **Change of Presenting Author:** If you are unable to attend NUTRITION 2024 to present your research, you may recruit a co-author who is listed on the abstract at the time of submission. You must inform ASN of any such change. Please email education@nutrition.org with the abstract's presentation number, title and the name and contact information (organization, email address, and mailing address) of the new presenting author. In the subject line, please include "Change of Presenting Author."

Embargo Policy

Accepted abstracts are embargoed until the beginning of the first session in which they are presented, unless otherwise specified. Lead authors will be notified if the NUTRITION 2024 communications staff decides to release an abstract earlier to support additional media promotion.

An embargo means that information and data pertaining to the abstract may not be announced, publicized or distributed before the embargo date and time. Members of the media, bloggers, investigators and public information officers as well as organizations issuing press releases are required to abide by the embargo policy.

Promotion of general topics, speakers or presentation times is allowed and encouraged as long as specific findings and data to be presented are not included in the announcement. Use the hashtag #Nutrition2024 to join the online conversation.

If you have questions about the embargo policy, please contact the communications team at media@nutrition.org.

People-first Language

As you prepare for your presentation at NUTRITION 2024, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

Abstract Publication

Abstracts accepted for presentation at NUTRITION 2024 will be published online in a supplement of the ASN journal ***Current Developments in Nutrition***.

Prior Publication

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by NUTRITION 2024’s embargo policy. If publication occurs online or in print before the specific embargo date and time, the abstract must be withdrawn. Please notify ASN via e-mail at education@nutrition.org.

NUTRITION 2024 Photography and Recording Policy

Materials presented at the American Society of Nutrition's ("ASN") annual meeting, including all slides, written and oral presentations, posters, and other materials displayed, shown, or otherwise published during the ASN annual meeting and scientific sessions are protected by copyright and may not be publicly displayed or republished without the express written consent of the copyright owner, except as expressly provided in this Policy.

- Presenters and exhibitors at ASN sponsored meetings and events have the option to license their presentation material to attendees, and to ASN, to copy, distribute, display, build upon, and perform the work and make derivative works and remixes based on it only if they give the author or licensor (presenter) the credits (attribution) in the manner specified under a Creative Commons Attribution + Noncommercial + ShareAlike 4.0 International (CC BY 4.0) license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>)
- Presenters and exhibitors will be invited to display a set of icons to indicate to the audience whether photography/recording of the poster, presentation, or exhibit booth and sharing/remixing of the material is/is not permitted. To aid in this process, ASN will provide presenters with a digital graphic to incorporate into their slides/poster or to print and display. If you are presenting, use the links below to access the appropriate icon. The image will open in a new window. Right click on the image and select "save image as" to download.
- **Camera with an X:** Photography/recording/sharing/remixing/derivative works of the material are prohibited. All rights are reserved.



- **CCBY-NC-SA icon/Camera with a Checkmark:** Photography/recording of the material is permitted. This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator, as stated in CCBY-NC-SA 4.0 International, subject to commercial patents and trademarks, when applicable. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.



- In the absence of a visible image/sign, photography, video and audio recording, and all other forms of recording of a presentation, poster, or exhibit booth are prohibited.
- Presenters are required to obtain permissions from all co-authors before selecting to capture/share the work described in the presentation. If all co-authors do not agree, the presentation must be marked as the Camera with an X. By displaying the CCBY icon, you signify that permissions have been obtained from all authors.
- Photography and recording of presentations and exhibits should not be disruptive. Only handheld devices are allowed. Flash photography is not permitted.
- Attendees are expected to abide by the request of the presenter or exhibitor as a matter of scientific and professional courtesy. Noncompliance with this policy may result in action by ASN, as they deem appropriate, up to and including removal from the meeting, without refund, and/or future ASN meetings.

Oral Sessions

Oral sessions feature the presentation of multiple abstracts organized around a common theme. Session chairs will introduce presenters and facilitate audience questions.

If your abstract was selected for an oral session, the date and time of your assigned presentation was included on the abstract programming notification sent on April 1. Additional details about the room location of the session will be sent by email in May.

Oral sessions will be held as 60-minute or 90-minute sessions. 60-minute oral sessions will feature five abstract presentations. 90-minute oral sessions will feature seven abstract presentations. All oral sessions will take place in session rooms located in the McCormick Place Convention Center's West Building.

Please arrive for your designated oral session at least 10 minutes prior to the start of the session.

As you prepare for your presentation at NUTRITION 2024, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as "adults with obesity" and "children with diabetes" are preferred over "obese adults" and "diabetic children". For more information consult "Use of people-first language with regard to obesity" [Am J Clin Nutr 2018;108:201](#) or "The Effect of Words on Health and Diabetes" [Diabetes Spectrum 2017;30:11-16](#).

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent in late April.

NUTRITION 2024 Photography and Recording Policy

Please review the NUTRITION 2024 Photography and Recording Policy on page 4 fully. To view the policy online, please [click here](#).

As a presenting author, please include one of the icons below on each of your Power Point slides to indicate your preference regarding potential photography/recording of your presentation by others. To download these icons, use the links below. Or right click on the icon and select the option to "save image as" to save it to your computer.

PLEASE NOTE: ASN recommends one of the icons below be included on the bottom right of each Power Point slide.



[Click here](#) to download icon



[Click here](#) to download icon

Instructions

- **Timing:** Please allocate 12 minutes in total for your presentation, which will include time for questions and answers. Please shorten your presentation as needed to allow for a question and answer period. During your presentation, you should review the background/aim of your study, methods, results and conclusions, as well as any other information of interest (e.g., future research direction).
- **Title Slide:** All speakers are encouraged to use the NUTRITION 2024 title slide for their presentation. [Click here](#) to download the title slide for NUTRITION 2024.
- **Disclosure/Non-Disclosure Slide:** After your title slide, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read “no conflicts to disclose.” The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements. [Click here](#) to download the sample disclosure slide for NUTRITION 2024.
- **Content Slides:** Up to 10 content slides is optimal, allowing 1 minute per slide. You may choose to use more than 10 slides, but please be sure to complete your presentation within the allocated time. [Click here](#) to download the template slides for NUTRITION 2024.
- **Slide Submission:** In late May, you will receive instructions to upload your presentation to the NUTRITION 2024 presentation management portal. You may also bring your slides on a portable drive to the Speaker Ready Room 24 hours prior to your scheduled session, so that slides can be uploaded.

All oral abstract presenters are encouraged to visit the Speaker Ready Room at least 2 hours in advance of their presentation to review and approve their presentation. Once you have viewed your presentation, it will be uploaded to a secure server and sent electronically to the meeting room in which you are presenting. All presentations must be uploaded into the NUTRITION 2024 presentation management system.

SPEAKER READY ROOM HOURS	
ROOM: W181A-B	
Friday, June 28	12:00 PM – 5:00 PM
Saturday, June 29	7:00 AM – 5:00 PM
Sunday, June 30	7:00 AM – 5:00 PM
Monday, July 1	7:00 AM – 5:00 PM
Tuesday, July 2	7:00 AM – 11:00 AM

Tips for Content Slides

- Make slides as simple as possible.
- Aim for no more than 7 lines per slide.
- List main points and expand on them verbally.
- Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
- Use standard fonts, such as Arial, Times or Helvetica.
- A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see from the back of a large room.
- Notify ASN if utilizing any of the following within your presentation:
 - Videos
 - Polls within presentation or via internet
 - QR codes with audience engagement

Session Room Equipment

Standard equipment for each room includes:

- Standing podium with microphone
- Computer at AV technician table
- Projection screen
- LCD projector
- Moderator microphone
- Audience microphone
- Speaker timer
- Wireless slide advance and pointer

If you have special audio-visual needs, please email education@nutrition.org. In the subject line, please include "Special AV Request."

Poster Theater Flash Sessions

Poster Theater Flash Session will feature flash talks followed by discussion time by a poster board. Each speaker will have up to 4 minutes (and up to 3 slides without animation) to highlight major findings and other noteworthy or interesting details. After the flash talks, presenters will stand by their poster for dialogue with NUTRITION 2024 attendees.

If your abstract was selected for a poster theater flash session, the date and time of your assigned presentation was included on the abstract programming notification sent on April 1. Additional details about the room location of the session will be sent by email in May.

Poster theater flash sessions will be held as 60-minute or 90-minute sessions. 60-minute sessions will feature five abstract presentations. 90-minute sessions will feature seven abstract presentations. Poster theater flash sessions will be held in two poster theaters located in the McCormick Place Convention Center's West Building.

In summary, you will need to prepare up to 3 slides AND a printed poster for your presentation.

Please arrive for your Poster Theater Flash Session at least 15 minutes prior to the start of the session.

As you prepare for your presentation at NUTRITION 2024, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as “adults with obesity” and “children with diabetes” are preferred over “obese adults” and “diabetic children”. For more information consult “Use of people-first language with regard to obesity” [Am J Clin Nutr 2018;108:201](#) or “The Effect of Words on Health and Diabetes” [Diabetes Spectrum 2017;30:11- 16](#).

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent in late April.

Don't forget: Poster Theater Flash Sessions combine an oral presentation with a poster presentation. You will need to prepare up to 3 slides AND a printed poster for your presentation.

Poster Theater Flash Session Format

- Poster boards will be located at the perimeter of the room. Presenters should attach their posters to their assigned poster board 10 minutes in advance of the session's start time.
- Each presenter will discuss their research as a 4-minute flash talk. Instead of presenting a general overview of the research, focus on specific areas of the research you find noteworthy or interesting.
- The session chair and co-chair will monitor the timing of the flash session.
- After all presenters have given their flash talk, presenters will stand by their poster for the remaining time to answer questions and discuss their research with NUTRITION 2024 attendees.

NUTRITION 2024 Photography and Recording Policy

Please review the NUTRITION 2024 Photography and Recording Policy on page 4 fully. To view the policy online, please [click here](#).

As a presenting author, please include one of the icons below on each of your Power Point slides and poster to indicate your preference regarding potential photography/recording of your presentation by others. To download these icons, use the links below. Or, right click on the icon and select the option to “save image as” to save it to your computer.

PLEASE NOTE: ASN recommends one of the icons below be included on the bottom right of each Power Point slide and the poster.



[Click here](#) to download icon



[Click here](#) to download icon



Flash Talk Instructions

- **Timing:** Please allocate 4 minutes for your presentation.
- **Disclosure/Non-Disclosure Slide:** Separate from your 3 presentation slides, all speakers must include a disclosure slide to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read “no conflicts to disclose.” The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgements. [Click here](#) to download the sample disclosure slide for NUTRITION 2024.
- **Content Slides:** Up to 3 content slides is optimal but please be sure to complete your presentation within the allocated 4 minutes. [Click here](#) to download the template slides for NUTRITION 2024.
- **Slide Submission:** For your flash talk slides, save your slides in Power Point or PDF format to a flash drive and bring the flash drive to the poster theater flash session. You will insert your flash drive into the laptop computer located in the poster theater to present your slides to attendees. Please arrive at least 15 minutes in advance of the session’s start time to insure there are no technical issues or problems with your flash drive or slides.

Poster Theater Equipment

Standard equipment includes:

- Standing podium with microphone
- Computer at AV technician table
- Projection screen
- LCD projector
- Moderator microphone
- Speaker timer
- Wireless advance slide and pointer

Tips for Presenters

- Make slides as simple as possible.
 - Aim for no more than 7 lines per slide.
 - List main points and expand on them verbally.
 - Presentations will be projected in 16:9 format; however, screens can accommodate a 4:3 format, as well.
 - Use standard fonts, such as Arial, Times or Helvetica.

- A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 is difficult to see from the back of a large room.
- Resist the urge to cram text into your slides to overcome the 4-minute time limit!
- Even though the talks are short, be sure to follow standard presentation techniques: stand straight, make eye contact, speak clearly and don't read from your slides.
- Since your time is short, consider getting right to the heart of your topic. Focus on the most interesting details, significant learnings, how your study adds to the literature, etc.
- Rehearse ahead of time. Think about delivery – what you will say and how you will say it. Use a timer to be sure you stick to 4 minutes.
- Talk slow and steady. Limit your talk to the essentials only. Make sure you don't speak fast, trying to cram everything in.
- Keep it fun and upbeat, if possible, to engage your audience.

Poster Instructions

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 4 feet high and 8 feet wide. Presenters can present a poster of any size as long as it fits on the poster-board surface area. The most popular poster size is typically 3 feet high by 4 feet wide.

Prepare a 6 inch high headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations on the strip in letters not less than 1 inch high. Remember to leave space on the board for colleagues to leave notes and include an email address for viewers to contact you later. You may attach business cards and/or copies of your abstract to your poster board.

Guidelines

The following guidelines will help improve the effectiveness of your poster communication:

- **Initial Sketch:** Plan your poster early. Focus your attention on a few key points that follows the main headings in your abstract typically Objectives, Methods, Results, and Conclusions.
- **Rough Layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.
- **Final Layout:** The artwork is now complete. The text and tables are typed. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the flow from Objectives, Methods, Results and Conclusions easy to follow?
- **Balance:** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Topography:** Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout. An 8.5" x 11" sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.
- **Eye Movement:** The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
- **Simplicity:** Resist the temptation to overload the poster.

New This Year!

As an **optional (not required)** premium service available to NUTRITION 2024 presenters, the FedEx Office located inside the McCormick Place Convention Center will conveniently print your color posters onsite!

Your poster will be available for pickup beginning on Friday, June 28 outside of the NUTRITION 2024 poster hall.

Each poster will be printed on a matte finish stock sized to 36 inches tall x 48 inches wide. The price for a printed poster is \$156.38. The deadline to utilize this poster printing option is **June 3**.

If you have any questions, please email usa5020@fedex.com or call (312) 949-2100.

Poster Printing Website (to order your poster): <https://docstore.fedex.com/hco5020b>

To order your poster through this service, please follow the directions below:

- For the file to be uploaded, submit files in PDF format for streamlined production.
- Ensure your file is sized for poster size. For example, if you need to print a 36 inch x 48 inch poster, ensure the file uploaded is sized accordingly. Failure to do so will result in a grainy final product.
- An online preview of your uploaded file will not be available. Confirm all content included in your file is final before uploading it.
- For the Contact Name, please only include the name of the individual who will be picking up the poster onsite.
- Complete your order by **June 3**.

Please note use of this service is **not required** and prices for printed posters may vary by pickup location.

[Click here](#) for complete information about this **optional (not required)** premium service.

Please see page 15 for additional poster printing options in Chicago.

Poster Sessions

Poster sessions are organized around the NUTRITION 2024 topical areas. Each day, presenters will stand by their posters for one hour during assigned poster presentation times (see below).

If your abstract was selected for a poster session, your poster will be displayed on Sunday, July 31 or Monday, July 1 during NUTRITION 2024. The date of your assigned poster presentation was included on the abstract programming notification sent on April 1. Your assigned poster board number and poster presentation time will be sent by email in May.

All poster presentations will take place in the Hub located in Hall F1 of the McCormick Place Convention Center's West Building.

Please arrive for your poster presentation at least 10 minutes prior to the start of the poster presentation time.

As you prepare for your presentation at NUTRITION 2024, ASN strongly recommends that presenters use people-first language. This includes describing individuals as people with a medical condition rather than as diseases or disabilities. Terms such as "adults with obesity" and "children with diabetes" are preferred over "obese adults" and "diabetic children". For more information consult "Use of people-first language with regard to obesity" [Am J Clin Nutr 2018;108:201](#) or "The Effect of Words on Health and Diabetes" [Diabetes Spectrum 2017;30:11-16](#).

If your abstract is chosen for a special competition, you may have another presentation assignment. Notices of award competitions will be sent in late April.

ADDITIONAL POSTER SESSION DETAILS

Please follow the schedule below for hanging, presenting, and removing your poster on the day of your assigned poster session. Pushpins will be provided for you to attach your materials to the poster board. ASN is not responsible for posters that remain after the removal time.

Your assigned poster board number and poster presentation time will be sent by email in May.

Location: McCormick Place Convention Center – West Building, Hall F1

Hang Poster: 7:00 AM – 8:00 AM

Poster Displayed: 8:00 AM – 5:00 PM

Poster Presentation (stand by poster): 11:45 AM – 12:45 PM or 12:45 PM – 1:45 PM

Remove Poster: 5:00 PM

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PLEASE NOTE: ASN recommends one of the icons below be included on the bottom right of your poster.



[Click here](#) to download icon



[Click here](#) to download icon

Instructions

Posters should be readable by viewers three feet away. Use large print and shade or color block letters when possible. A minimum font size of 28 point and a maximum of 600 words are recommended. The message should be clear and understandable without oral explanation.

The poster-board surface area is 4 feet high and 8 feet wide. Presenters can present a poster of any size as long as it fits on the poster-board surface area. The most popular poster size is typically 3 feet high by 4 feet wide.

Prepare a 6 inch high headline strip that runs the full width of the poster. Include the title, presenting author, co-authors, and affiliations on the strip in letters not less than 1 inch high. Remember to leave space on the board for colleagues to leave notes and include an email address for viewers to contact you later. You may attach business cards and/or copies of your abstract to your poster board.

Guidelines

The following guidelines will help improve the effectiveness of your poster communication:

- **Initial Sketch:** Plan your poster early. Focus your attention on a few key points that follows the main headings in your abstract typically Objectives, Methods, Results, and Conclusions.
- **Rough Layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. A blackboard is a convenient place to work. Print the title and headlines. Draw rough graphs and tables.
- **Final Layout:** The artwork is now complete. The text and tables are typed. Now ask, is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is there spatial balance? Is the flow from Objectives, Methods, Results and Conclusions easy to follow?
- **Balance:** The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.
- **Topography:** Avoid abbreviations, acronyms, and jargon. Use a consistent font throughout. An 8.5" x 11" sheet of paper enlarged 50% makes the text readable from a distance of three to five feet.
- **Eye Movement:** The movement of the eye over the poster should be natural, down the columns or along the rows. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
- **Simplicity:** Resist the temptation to overload the poster.

New This Year!

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Your poster will be available for pickup beginning on Friday, June 28 outside of the NUTRITION 2024 poster hall.

Each poster will be printed on a matte finish stock sized to 36 inches tall x 48 inches wide. The price for a printed poster is \$156.38. The deadline to utilize this poster printing option is **June 3**.

If you have any questions, please email usa5020@fedex.com or call (312) 949-2100.

Poster Printing Website (to order your poster): <https://docstore.fedex.com/hco5020b>

To order your poster through this service, please follow the directions below:

- For the file to be uploaded, submit files in PDF format for streamlined production.
- Ensure your file is sized for poster size. For example, if you need to print a 36 inch x 48 inch poster, ensure the file uploaded is sized accordingly. Failure to do so will result in a grainy final product.
- An online preview of your uploaded file will not be available. Confirm all content included in your file is final before uploading it.
- For the Contact Name, please only include the name of the individual who will be picking up the poster onsite.
- Complete your order by **June 3**.

Please note use of this service is **not required** and prices for printed posters may vary by pickup location.

[Click here](#) for complete information about this **optional (not required)** premium service.

Please see page 15 for additional poster printing options in Chicago.

Poster Printing Services

Presenters have the ability to print their posters at local FedEx Office locations listed below. Please note use of these printing options is **optional and not required** and prices for printed posters may vary by pickup location. Please contact the FedEx Office locations directly to discuss and confirm all poster printing matters.

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If you have any questions, please email usa5020@fedex.com or call (312) 949-2100.

Poster Printing Website (to order your poster): <https://docstore.fedex.com/hco5020b>

To order your poster through this service, please follow the directions below:

- For the file to be uploaded, submit files in PDF format for streamlined production.
- Ensure your file is sized for poster size. For example, if you need to print a 36 inch x 48 inch poster, ensure the file uploaded is sized accordingly. Failure to do so will result in a grainy final product.
- An online preview of your uploaded file will not be available. Confirm all content included in your file is final before uploading it.
- For the Contact Name, please only include the name of the individual who will be picking up the poster onsite.
- Complete your order by **June 3**.

Please note use of this service is **not required** and prices for printed posters may vary by pickup location.

[Click here](#) for complete information about this **optional (not required)** premium service.

Additional Local FedEx Office Locations

Please note the following:

- The locations listed below are closed or have limited open hours on Saturday and Sunday.
- When submitting your printing needs by email to a FedEx Office location, be as specific as possible.
- Ensure your file is sized for poster size. For example, if you need to print a 36 inch x 48 inch poster, ensure the file uploaded is sized accordingly. Failure to do so will result in a grainy final product.

FedEx Office Print & Ship Center - 35th St and State

17 W 35th St, Chicago, IL 60616, (773) 924-0586, usa1870@fedex.com

- Place an order online by [clicking here](#).
- Orders must be placed at least 48 hours in advance.
- Hours of Operation:
 - Monday through Friday: 9:00 AM – 7:00 PM
 - Saturday: 10:00 AM – 6:00 PM
 - Sunday: CLOSED

FedEx Office Print & Ship Center - Soo Line

1242 S Canal St, Chicago, IL 60607, (312) 455-0920, usa0321@fedex.com

- Place an order online by [clicking here](#).
- Orders must be placed at least 48 hours in advance.
- Hours of Operation:
 - Monday through Friday: 8:00 AM – 8:00 PM
 - Saturday: 9:00 AM – 6:00 PM
 - Sunday: 12:00 PM – 6:00 PM

FedEx Office Ship Center - 200 W Jackson Blvd

200 W Jackson Blvd, Chicago, IL 60606, (312) 341-2925, usa4538@fedex.com

- Place an order online by [clicking here](#).
- Orders must be placed at least 48 hours in advance.
- Hours of Operation:
 - Monday through Friday: 9:00 AM – 7:00 PM
 - Saturday: 10:00 AM – 6:00 PM
 - Sunday: CLOSED