

2010 Hawaii Conservation Conference Guidelines for Poster Presentations

The objective of the poster session is to give presenters the opportunity to share their work and gain feedback on a one-to-one basis from conference participants. Our goal is to provide a high quality poster session that is comparable to oral sessions in terms of presentation quality.

Please take note of the following guidelines while preparing your posters:

1. Each poster will be provided with a table-top poster board consisting of two equal sized panels each measuring 22" wide x 39" high, connected side-by-side horizontally. Total space available for a poster: approximately 44" x 39". The table area directly in front of your poster board may be used to distribute written materials. All of your materials must fit on the poster board or on the table top immediately in front of the poster board, which will be a triangular area about 39" wide and 20" at its deepest.
2. Your poster should be labeled and laid out in a clear and logical format to effectively communicate the results of your work. Posters will typically be read from 39" away, hence, the text and graphics used should be able to be read from at least this distance.

We suggest that written materials displayed on the panels should be no less than **24** point bold lettering. Keep in mind that capital and lower-case lettering is easier to read than all caps.

3. Posters must be attached using Velcro (adhesive, male – rough side). It is the presenters' responsibility to provide their own Velcro. Make sure that you have enough to hold up your poster (depending upon the weight of the poster materials you used). **No exceptions will be made.**
4. It is strongly recommended that posters be made ready for display prior to the opening session of the conference at 8:30 a.m. on Wednesday, August 4. Please note these dates and times:
 - **Poster setup:** Tuesday, August 3, 2-6 p.m. and Wednesday, August 4, 7-8 a.m.
 - **Poster reception:** Wednesday, August 4, 5:30-8:30 p.m. Note: all poster presenters must be present at their posters during the formal Poster Session from 6-8 p.m.
 - **Poster breakdown:** Posters will remain on display until 2:00 pm on Friday, August 6. Poster materials must be removed between 2:30-5:00 p.m. on Friday, August 6. Posters that have not been removed prior to 5:00 p.m. will be discarded.

Should you have any additional questions, please do not hesitate to contact the Conference Coordinator, Lee-Ann Choy, prc@hawaii.biz, 808-864-9812.