

What you need to do to prepare your final poster and what to expect at the event:

- ➔ At the event, you will be sharing a standard table top that is 6 feet long, 3 feet wide. We place the posters back to back on the table
- ➔ The background color of the tri-fold is white.
- ➔ We will have power strips for people who need them, but remember your space allocation. We do not have easels.
- ➔ Many authors bring their poster ready made to fit on our tri-folds in a tube—this is easy to transport. However, you can send them directly to the hotel under the name of the author who subsequently needs to retrieve it from security.
- ➔ After the reception you are responsible for saving your poster. Any posters left in the room will either be recycled or may be posted around the conference area and later recycled. We will not be saving any of the work.



Production of the poster itself at the hotel: There will be poster production room.

Bring your poster to the conference ready for mounting on the tri-fold poster board.

Your poster should fit onto a 121 cm (4 feet wide) by 92 cm (3 feet high) poster board. Poster boards are available at the conference for a \$10 fee. (We recycle them to local schools)

The poster board offers three sections for you to work with (see picture below):

- ➔ The first section is 1' wide, 4' high (12 inches wide, by 48 inches high)
- ➔ The second section is 2' wide, 4' high (24 inches by 48 inches)
- ➔ The third section is 1' wide, 4' high

Production Room: We will offer a poster production room: The room number will be posted at the registration desk.

You can buy your poster board at the registration desk then, take it to the production room. **Your poster must be ready to post by Tuesday, 5:00 pm.**

In the room you will find:

- ➔ Spray adhesive
- ➔ Glue sticks
- ➔ Scotch tape
- ➔ 100's of clips for clipping poster to the board

- ➔ Scissors
- ➔ A T-Square
- ➔ Rulers
- ➔ Marker pens
- ➔ White out
- ➔ Double-stick tape
- ➔ Push pins
- ➔ Paper clips
- ➔ Colored paper

