



Poster Session Tuscany Ballroom

Thursday, June 27, 2019, 4 to 8 pm

Poster Guidelines

1. You may set up between the hours of noon and 4:00 pm.
2. The formal session ends at 8:00 pm. Remove all of your materials by 9:30 pm.
3. You will be provided a 4 ft. by 8 ft. poster board. The bottom of the board will be approximately 3 feet above the floor.
4. Poster boards will accept push pins and Velcro for attaching your material. Push pins will be provided. Velcro will not be provided. If you wish to use Velcro, you must bring your own.
5. There will be no tables or chairs.
6. There will be a conference station dinner (included with registration) served approximately from 6:00 to 7:30 pm, during which you will be able to get something to eat and drink and then return to your poster for the remainder of the session.
7. Poster Content Guidance
 - a. Prepare your poster in a size sufficient to be read at a distance of 2 meters from the poster
 - b. Place the title of your abstract or paper prominently at the top of the poster board
 - c. Include the authors' names and contact information
 - d. Cover the material cited in your abstract or paper
 - e. Organize the poster content so it is clear and self-explanatory
 - f. Include an abstract, background and results and conclusions and label different elements as I, II, III; or 1, 2, 3; or A, B, C
 - g. Use squares, rectangles, circles, etc., to group similar ideas
 - h. Serif font (e.g., Times) for main text and a non-serif font (e.g., Arial or Helvetica) for headers
 - i. Headers at least 36-point font (1.2 cm height)
 - j. Paragraph text at least 24-point font (0.9 cm height)

8. Diagrams, graphs and charts
 - a. Use different colors and symbols for each line or bar.
 - b. Non-serif font (e.g., Arial or Helvetica) for figure labels
 - c. Figure captions at least 24-point font (0.9 cm height)
9. Unless you plan to keep your poster, please do not laminate it to ensure that it can be recycled.

Model Demonstration Guidelines

1. You may set up between the hours of noon and 4:00 pm.
2. The formal session ends at 8:00 pm. Remove all of your materials by 9:30 pm.
3. Each demonstration station includes a 4 ft. by 8 ft. poster board. The bottom of the board will be approximately 3 feet above the floor, at the top of the table. Poster boards will accept push pins and Velcro for attaching your material. Push pins will be provided. Velcro will not be provided. If you wish to use Velcro, you must bring your own. *See the above poster instructions for content guidance.*
4. Power cords and extension cords will be available.
5. You must supply all of your own materials.
6. There will be a full size (3 ft. by 5 ft.) table in front of each poster board.
7. There will be two power outlets at each demonstration station.
8. There should be wireless internet provided by the Peppermill Hotel. You may choose to bring a hot spot or contact the hotel if a stronger internet connection is needed.
9. There will be 2 chairs at each demonstration station.
10. There will be a conference station dinner (included with registration) served approximately from 6:00 to 7:30 pm, during which you will be able to get something to eat and drink and then return to your demo for the remainder of the session.
11. There will be no security; you are responsible for all of your equipment.

NOTE: Your poster/demo will be assigned to a specific number corresponding to a specific station. Your name will be posted in the poster/demo room at the conference. There will also be a list of the number assignments at the conference registration desk.

For additional information contact the Poster and Model Demonstration

Coordinator:

Eddie Brauer

Email: Edward.J.Brauer@usace.army.mil

Phone: (314) 331-8349