CERF 2015 POSTER PRESENTATION GUIDELINES

Poster sessions are an essential component of CERF conferences and provide participants with a valuable opportunity to share their research, communicate about scientific advancements, and network with colleagues. These guidelines are also available at

LOCATION & SCHEDULE

Posters at CERF 2015 will be on display in Exhibit Hall A in two sessions:
1) Monday-Tuesday (November 9-10). Set-up will take place on Monday, November 9 from 8:00 am to 12:00 pm and take-down will occur on Tuesday, November 10 from 4:00-5:00 pm
2) Wednesday-Thursday (November 11-12). Set-up will take place on Wednesday, November 11 from 8:00 am to 12:00 pm and take-down will occur on Thursday, November 12 from 4:00-5:00 pm.

Each poster will be assigned a number and location in Exhibit Hall A. Assignments, mounting materials and a map will be provided at the Poster Information Booth inside the exhibit hall. The location of your poster will also be advertised in the conference program and a directional map will be displayed in the poster hall.

Take-down. Since there are two poster sessions during the conference, we ask that presenters in Poster Session 1 be prompt in removing their posters from the Exhibit Hall on November 10. Any posters not taken-down by 5:30 pm on November 10 will be removed and held at the Poster Information Booth in Exhibit Hall A until 10:00 am on November 11. After this time, any posters left from Session 1 will be recycled. The poster boards in the Exhibit Hall will be promptly taken-down on November 12. CERF asks that poster presenters from Session 2 remove their posters before the Close-Out Party & Student Awards at 5:30 pm to facilitate this process. Posters remaining after 5:30 pm on November 12 will be recycled.

Poster Printing. Presenters are responsible for creating and printing their own posters. For authors who would prefer their posters be printed in Portland, CERF's Exhibition Services partner, **DWA Trade Show & Exposition Services,** offers convenient poster printing at discounted rates. Posters must be submitted by October 26 for the advanced price. Please contact DWA for pricing and availability after October 26. Posters printed by DWA will be available for pick-up at the Poster Information Booth at the Exhibition Hall. Please complete the Presentation Poster & Table Order Form [https://cerf.memberclicks.net/assets/2015_Conference/documents/cerf_2015_poster_table_kit.pdf] if you wish to have a table at your poster position.

Alternately, you can contact the following local businesses that offer poster printing:

- [AlphaGraphics](), (503) 248-0666
- [FedEx Office](), (503) 284-2129

Exhibit Hall A will be open to conference attendees from:

9:45 am – 7:30 pm on Monday, November 9
9:45 am – 7:30 pm on Tuesday, November 10
9:45 am – 7:30 pm on Wednesday, November 11
9:45 am – 4:00 pm on Thursday, November 12

Poster Sessions are scheduled for:

5:00 pm – 7:00 pm on Monday, November 9 for Session 1 posters
5:00 pm – 7:00 pm on Wednesday, November 11 for Session 2 posters

Poster session assignments were distributed in late-August. Poster positions will be sent to all presenters in October. Presenters are asked to stand by their poster during their assigned presentation time and are also encouraged to be present during coffee breaks, lunch hours, etc. Our goal is to give your presentation as much exposure as possible so you can make the most of your participation at CERF 2015. If you cannot be present during your assigned time, please put a note by your poster stating when you will be available to answer questions.

DIMENSIONS

Each poster will be displayed on 8-foot (2.44-meters) wide by 4-foot (1.22-meters) high boards with a 2-inch (5.08-centimeter) metal frame around the perimeter. **Posters should not exceed 91-inches (231.14-centimeters) wide by 45-inches (114.3-centimeters) tall to fit within those dimensions.** Mounting materials will be provided.

RECOMMENDATIONS

Keep content simple and provide a clear message in text that is large enough to read from a distance. Further details can be provided in discussions with attendees or via a handout that also includes your contact information. Some good resources for preparing posters include:

• [North Carolina State University : Creating Effective Poster Presentations | An Effective Poster](http://www.ncsu.edu/project/posters/)
http://www.ncsu.edu/project/posters/

• [University of Guelph: Effective Poster Design](http://www.tss.uoguelph.ca/ltci/TGuides/epd/index.html)
http://www.tss.uoguelph.ca/ltci/TGuides/epd/index.html

• [University of Minnesota: Creating an Effective Scientific Poster Presentation](http://www.tc.umn.edu/~schne006/tutorials/poster_design/)
http://www.tc.umn.edu/~schne006/tutorials/poster_design/

There is no electricity available at individual poster stations. If you intend to use a tablet, laptop or other electronic device during your presentation, please be sure the batteries are fully charged

prior to your presentation time.

SPECIAL REQUESTS

Small round tables (36-inches diameter x 30-inches high) are available from the exhibition services company at a cost of $62. Please complete the Presentation Poster & Table Order Form [https://cerf.memberclicks.net/assets/2015_Conference/documents/cerf_2015_poster_table_kit.pdf] if you wish to have a table at your poster position.

Any other special requests will be considered on a case-by-case basis. Contact posters@erf.org for more information.

STUDENT PRESENTATION AWARDS

Judges will be CERF 2015 attendees who have volunteered to assess student presentations within their field of expertise. It is strongly recommended that you review the judging criteria [http://www.erf.org/assets/2015_Conference/cerf_2015_student_judging_form.pdf] as you prepare your presentations.

Prizes will be awarded for the following categories:

1. Best Undergraduate Poster Presentation
2. Best Undergraduate Oral Presentation
3. Best Graduate Poster Presentation
4. Best Graduate Oral Presentation

The awards ceremony will be held at the Close-Out Party on the evening of Thursday, November 12. Judging forms with written feedback will be mailed to presenters after the conference.

Questions or concerns? Contact posters@erf.org for more information.