

Poster Presentation Guidelines

The MVCAC encourages and supports the presentations of POSTERS at our Annual Conference. Posters are unique in their ability to explain various research projects, present complex graphical data, describe investigative ecological studies, and discuss development of new pesticide dispersal equipment. The following tips and guidelines will help you design and present an effective poster.

Presenter Tips

1. Your poster must be easily read from 2 – 3 feet away.
2. Use “simple” fonts large enough to be viewed 2 – 3 feet away from the poster.
3. Recommended sans serif fonts are Tahoma, Calibri or Arial. Not recommended are serif fonts like Times New Roman, Book Antiqua or other artistic fonts.
4. Use contrasting colors that are easy to read.
5. Have another staff member proofread the document and provide feedback on the layout.
6. Use a consistent format for text and headings throughout the poster.
7. Make your graphics large enough to read clearly at 2 – 3 feet away from the poster.
8. Include your title, author name(s) and affiliation(s) and contact information, either email or telephone, for all the authors if more than one.
9. Consider having your business cards attached to the bottom of the poster.
10. Consider having more graphic illustrations and fewer words.
11. Consider having reduced copies (8.5”x11” or 8.5”x 14”) available near your poster.
12. Large posters 4’ (high) x 8’ (wide) with more complex graphics are more easily displayed if the Presenter creates two smaller posters 4’(high) x 4’(wide) placed side by side.

Presenter Guidelines

1. The Author will be responsible for making arrangements for travel to and from the conference.
2. The posters require a title, author name(s) and affiliation(s) and contact information for at least one author.
3. Recommend poster size (landscape view): 3 feet high and 4 feet wide.
4. Recommend poster size (portrait view): 4 feet high and 3 feet wide.
5. Posters larger than either recommended sizes MUST be approved by the Conference Coordinator or Program Coordinator prior to arrival.
6. No poster will be turned away.
7. Posters will be hung on a fabric covered poster stand. Please do not mount your posters on any foam core. Appropriate items to hang the posters will be provided and will include thumbtacks, straight pins or clips.

8. Authors are responsible for coordinating their Sunday afternoon arrival with the Conference Coordinator – Rachel Hickerson to schedule displaying the poster in the designated area.
9. Posters will be displayed from Sunday afternoon through the end of the meetings on Tuesday. Authors are responsible for removing their posters by 5:00 p.m. on Tuesday or as directed by the Conference Coordinator – Rachel Hickerson.
10. The Authors are responsible to be near their posters during the designated time and be available to answer any questions. This time will be Monday, February 29th during the lunch break.

Conference Coordinator Requirements

1. The MVCAC or the hosting Regions will help the Authors on Sunday of the Annual Conference position their posters in the Exhibitor Hall or designated location as directed by the Conference Coordinator – Rachel Hickerson.
2. The Program Coordinator – MVCAC President-elect will provide time during one of the receptions or a special break time for Poster Viewing.

Reference

If you are interested in presenting a poster at the Annual Conference and are looking for advice please contact one of the following MVCAC members who have provided outstanding posters at past conferences.

1. Jamesina J. Scott, Ph.D., Lake County VCD
jjscott@lcvcd.org
2. Min-Lee Cheng, Ph.D., West Valley MVCD
mcheng@wvmvcd.org
3. Joel Buettner, M.S., Placer MVCD
joelb@placermosquito.org



Request to Present a Poster

Title of poster:
This presentation will be a: <input type="checkbox"/> Poster
Authors (please list full name, affiliations, titles, addresses, email addresses and phone numbers)
Name of person presenting poster:
This poster is primarily about: (check one only) <div style="display: flex; flex-wrap: wrap; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><input type="checkbox"/> Community Engagement/Advocacy</div> <div style="width: 30%;"><input type="checkbox"/> Information Technology</div> <div style="width: 30%;"><input type="checkbox"/> Pesticides-Resistance</div> <div style="width: 30%;"><input type="checkbox"/> Lab Innovations and Technology</div> <div style="width: 30%;"><input type="checkbox"/> Operational</div> <div style="width: 30%;"><input type="checkbox"/> Pesticides-Applications</div> <div style="width: 30%;"><input type="checkbox"/> Vector-borne Diseases and Emerging Vectors</div> <div style="width: 30%;"><input type="checkbox"/> Agency Updates</div> <div style="width: 30%;"><input type="checkbox"/> Other _____</div> </div>
If applicable, provide the name of the panel or symposium:

Please see the guidelines page for all requirements regarding a poster and presentation submission.

Deadline for Submission. February 15, 2016. Please submit this request to: **Rachel Hickerson, MVCAC Meeting Manager, rhickerson@amgroup.us**