

# PROJECTS ON PARADE POSTER SESSION GUIDELINES

The **Projects on Parade Poster Session** is an exciting part of the Annual Meeting program and is an ideal opportunity to involve student and junior members, as well as to get the word out about your research. The Projects on Parade Poster Session provides an excellent venue for disseminating the recent results of research.

## **Before the Annual Meeting:**

- Submit poster and abstract by August 1, 2019 using the online abstract submission system.
- Prepare a poster with a maximum size of 36 by 48 inches. The poster should be able to be attached to a foam core board that will be provided for you at the hotel using velcro or binder clips (also provided).
- A single person may not be the first author on more than 1 poster. A single person may present both a paper and a poster, but no more than 1 of each.
- Poster presenters are responsible for either bringing their posters with them to the hotel or shipping the poster to themselves at The Westin San Diego (400 West Broadway, San Diego, CA 92101). Hotel handling fees may apply.

## **During the Annual Meeting:**

- When you arrive at The Westin San Diego, please proceed to the ASOR Help Desk. Posters can be set-up starting Wednesday, November 20 at 12:00pm. An ASOR staff member will show you the display area for the Projects on Parade Poster Session.
- Please **do not** stop by the ASOR Help Desk on Thursday morning between 7:00-9:00am as this is a busy time for handling registration issues. Instead, please plan to stop by during a break, during a session, or simply find your assigned board and easel to set-up your poster.
- The ASOR staff will not be responsible for storing any canisters or shipping materials for poster presenters. Please make arrangements to store these materials on your own.
- When you check in at the Help Desk, we will provide you with either adhesive velcro tabs or binder clips to attach your materials to the foam core board. You will be responsible for setting-up and taking down your own poster.
- Each poster presenter will be assigned a foam core board. Before you arrive please be sure that your poster will fit within this space as outlined above.
- **NO TECHNOLOGICAL DEVICE (LAPTOP, NOTEPAD, TRIMBLE ETC...) OF ANY KIND SHOULD ACCOMPANY THE POSTER.**
- Poster presenters should plan to stand by their poster on **Saturday, November 23 from 12:45-2:00pm** to answer questions from attendees.
- Following the meeting, it is the poster presenters' responsibility to take down his/her poster and handle shipment.

***Thank you for participating in the Projects on Parade Poster Session!***