

# 2012 National Monitoring Conference Water: One Resource – Shared Effort – Common Future

## PRESENTER INSTRUCTIONS

This document contains guidelines for your participation in the **2012 National Monitoring Conference**. Please read these materials carefully and promptly supply all information requested. Your cooperation in meeting the deadlines will allow conference preparations to proceed smoothly.

### **Conference Registration**

**Early bird deadline: March 2, 2012**

**All Presenters must register and pay the appropriate registration fee.** There is a special rate of \$355 early bird / \$430 late (after March 2) for all oral, poster, and extended session presenters. You may register online at <http://www.cvent.com/d/9cq9xy>.

### **Final Abstract (OPTIONAL)**

**Due: March 23, 2012**

All presenter abstracts will be included in the online pre-conference materials and post-conference proceedings. Each oral and poster presenter has the opportunity to submit a revised, final abstract. **THIS IS OPTIONAL.** If no abstract changes are necessary, we will use the original abstract you submitted during the Call for Abstracts.

**Final abstracts may be emailed to [Maggie.Craig@tetrattech.com](mailto:Maggie.Craig@tetrattech.com) by March 23, 2012 as an attached Microsoft Word file.** Do not send your abstract as a .pdf file.

### **Conference Agenda**

The conference agenda will evolve as we get closer to April 30. Please refer to the 2012 conference website at <http://www.cvent.com/d/9cq9xy> for the latest agenda. Due to inevitable presenter withdrawals, we reserve the right to change the date and time of any presentation. We will make every effort to notify those affected. It is our expectation that presenters will participate in the entire conference and not solely the day of their presentation.

### **Conference Proceedings**

The conference proceedings will be posted on the Council's website following the conference. The online proceedings will include the abstracts, posters, and PowerPoint presentations given at the conference in Adobe PDF format. **If you would like your poster included in the online proceedings, please email a .pdf file to [Maggie.Craig@tetrattech.com](mailto:Maggie.Craig@tetrattech.com) following the conference.**

### **Poster Presentation Guidelines**

Posters will be set up in the foyer outside of the Exhibit Hall where the exhibitors and food service will be located. Posters presentations will be numbered in the conference program. Presenters should hang their posters on the display board labeled with the same number.

Half of our invited posters will be displayed on Wednesday, May 2, 9:30-10:30am and half on Thursday, May 3, 2:30-3:30pm. Conference participants will also visit posters at their leisure during refreshment breaks and meals. However, you are only *required* to stand by your poster to answer questions during the Poster Viewing

time on your assigned presentation day. **We will contact you soon to let you know which day your poster will be highlighted.**

Poster display boards will be standing by 5:00pm on Monday, April 30. Posters in the Wednesday group may be hung any time after the display boards are set-up but must be in place by 12:30pm on Tuesday. These posters must be removed 12:00pm on Wednesday.

Posters in the Thursday group must be hung by 3:30pm on Wednesday. These posters must be removed by 3:30pm on Thursday.

#### TECHNICAL DETAILS

1. **Poster Size:** The entire poster presentation must fit on a 44 inches high by 92 inches wide (112 cm by 234 cm) display board. Please size your poster a bit smaller to fit this space.
2. The display boards will have a neutral background. You may attach your poster to the board with pushpins (provided) or male Velcro®. Velcro® will not be provided on site.
3. Poster presenters should plan on bringing manila envelopes in order to tack any informational handouts to the display boards. **No commercial product information can be shown or distributed in the poster area. Tables will not be provided.**
4. **Standard Poster Units:** Each section of text, graph, photograph, etc., that is placed on the display board is defined as a poster unit. The following are recommendations for the design of poster units:
  - (a) **Size** - The minimum recommended unit size within a poster is 8.5 inches by 11 inches (22 cm by 28 cm). Larger sizes are preferred.
  - (b) **Type Size** - Lettering height should be a minimum of 0.4 inches (1 cm).
  - (c) **Line Weight** - Graphs and figures should be drawn with a minimum line width of .25 inches (0.6 cm).
  - (d) **Tables and Figures** - Each should be given a brief title. Space below the table or figure may also contain brief text describing the pertinent conclusions and may guide the viewer to the next poster unit. Tables should have no more than four columns, with a maximum of six to eight listings per column. Figures should contain no more than three curves. Use of a different color for each curve is helpful, especially if the curves cross. Axes should be clearly labeled and not overburdened with excessively frequent numbers. Polaroid-size photographs and small photographs should not be used because they are too small.
  - (e) Remember that your audience must be able to read your material from a distance of 6 feet (2 meters).

#### ORGANIZATION

An interested individual not necessarily familiar with your field of expertise should be able to extract the essence of your work by viewing the poster when it is unattended. This goal may be achieved by using one or more of the following devices:

1. Organize the poster in an orderly manner for a logical flow from top to bottom or left to right.
2. Number sections in the order you want them viewed or use connecting lines or directional arrows to guide the reader as in a flow chart.
3. Block and subtitle parts of the poster as you would a paper.
4. Have your poster critiqued by a colleague, not necessarily familiar with your project.