GUIDELINES FOR HCC POSTER RECEPTION

PLEASE READ CAREFULLY TO ENSURE THE MOST EFFECTIVE DELIVERY OF YOUR POSTER PRESENTATION

Aloha and welcome to the inaugural HCC Electronic Poster Reception! This year, we are working in partnership with iPosterSessions and Microsoft to deliver a more interactive poster presentation format. The following guidelines were developed to ensure that the Poster Reception goes as planned. These guidelines do not replace or include informational material that comes directly from iPosterSessions. Please reference all material from iPoterSessions for technical information.

1. **HCC POSTER SESSION AND OPENING RECEPTION**: Poster presentations will take place at the HCC Poster Session and Opening Reception on Tuesday, July 18th from 5:30pm to 7:30pm. During this time, 20 monitors (#1 to #20) and Microsoft Surface Pro computers will be set-up in Room 311. Right outside of Room 311, we will have a food and drink networking reception.

2. **POSTER RECEPTION SCHEDULE**: Poster presentations are scheduled in 30-minute time blocks, starting at 5:30pm. All poster presenters have been pre-assigned a code that designates the poster group (see below, *Poster Group and Monitor #*). Please arrive to your monitor no less than 5 minutes before your assigned group time. For example, if your assigned group time is 6:00pm – 6:30pm, please arrive to your monitor by **5:55pm**. At that time, the emcee will announce that we will be transitioning to the next poster.

   - **Poster Group 1**, 5:30pm to 6:00pm **be at assigned monitor at 5:25pm**
   - **Poster Group 2**, 6:00pm to 6:30pm **be at assigned monitor at 5:55pm**
   - **Poster Group 3**, 6:30pm to 7:00pm **be at assigned monitor at 6:25pm**
   - **Poster Group 4**, 7:00pm to 7:30pm **be at assigned monitor at 6:55pm**

   All presenters are fully responsible for being on-time and ready to present at the correct monitor. Do not change groups! Volunteer room monitors in each room will hold up signs to indicate how much time **Poster Presenters** have remaining. They will give a 6-minute warning, then indicate when it is time to change presenters. Please respect the next presenter by ending your presentation on-time.

   **We highly recommend that you locate your monitor and test your poster presentation prior to the Poster Reception.** Poster presentations will be set-up for viewing at the opening of conference on Tuesday morning.

3. **POSTER GROUP AND MONITOR NUMBERS**

   All poster presenters have been pre-assigned a code that designates the poster group and monitor # for your presentation.

   **For example, P3-6. This stands for Poster Group #3, Monitor #6.**
   This means that you are in Group 3 from 6:30pm to 7:00pm, presented at Monitor #6.

4. **Uploading your poster**: All poster presentations are submitted through the iPosterSessions system. If you have not logged into this system, please contact us immediately. iPoster Sessions staff and Microsoft staff will be there to assist you on the day-of the reception.

5. **Other Tips**: Since the electronic poster format has clickable windows that can be enlarged, you can be more interactive with your audience and walk them through your poster. Also, it is likely that Room 311 will be noisy, so please speak loud and clear for your audience to hear!