



HAWAI'I CONSERVATION ALLIANCE

A Partnership Dedicated to Environmental Stewardship, Community Engagement, and Conservation Capacity

Guidelines for Poster Presenters

2019 Hawai'i Conservation Conference

Congratulations on being selected as a poster presenter at the 2019 Hawai'i Conservation Conference (HCC)! We will be using Posters212, a web-based application that provides presenters the ability to format and create their own digital posters. You have been assigned a 30 minute presentation slot during which you will be asked to present your poster using an assigned 42" touch screen monitor. Additionally, your poster will be viewable on a viewing monitor at HCC and online for 12 months following HCC. Poster presenters, please find below important deadlines and vital information about creating a poster.

If you have received this email and you are not the primary poster presenter for HCC, please contact us at the email address down below and provide the abstract number, name of primary poster presenter, and their email address.

Timeline

By Wednesday May 22nd	Poster Presenters receive guidelines on poster creation process
	Poster Presenters receive login credentials from Posters212
Saturday June 1st	Early Bird Registration Deadline (all presenters must be registered)
Friday June 7th	Deadline for poster presenters to verify their Posters212 account
Wednesday June 26th	Last call for technical support
Thursday June 28th	Deadline for poster presenters to submit their posters
Tuesday July 9th	1st day of the Hawai'i Conservation Conference



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How to Access your Posters212 Account (creating, editing, publishing, unpublishing, or deleting posters)

1. After receiving these guidelines, you will receive an email from Posters212 with: a) your user ID, b) a temporary password, c) link to login, and c) instructions to change your password.
2. Click on the green “LOGIN NOW” button to verify your account, and to access the Posters212 website. You can alternatively visit Posters212 at www.posters212.com and click on the “Login” link in the top right hand corner (or www.posters212.com/site/login.html).
3. After clicking on the “LOGIN NOW” green button, you will be redirected to the “Terms and Conditions” (T&Cs) to “ACCEPT” or “DECLINE”.
4. Should you ACCEPT the T&Cs, you will be redirected to enter your username and temporary password. Please enter your username (your email address) and your temporary password and then click on the ”SIGN IN” button.
5. You will be prompted to change the temporary password, please enter the current password (temporary password), your new password. and retype it.
6. You are now set, please click on the blue “DASHBOARD” button to access the poster application and create your posters
7. Please use the Posters212 User Guide and Videos Tutorials to create your poster. Attached to this email is the User Guide. However the User Guide and video tutorials can be found in the following locations:
 - <http://www.hawaiiconservation.org/conference/2019-poster-presentations/>
 - The top right corner of the Posters212 application homepage www.posters212.com

How to Get Technical Support

If you need technical support while accessing Posters212 or creating your poster, please contact Kepa Berengue via HCCposters@googlegroups.com or **808-944-7573**. Please allow for 24 – 48 hours to receive a response. We are using a google group email to ensure that you receive timely support as our staff work on multiple projects.