



GUIDELINES FOR POSTER PRESENTATIONS

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

The following guidelines were developed to ensure that your presentation goes exactly as planned with no technical difficulties.

All Poster Presenters are required to provide the following:

- **Virtual Poster Gallery Documents**
 - PDF Version of your Poster
 - Short 2 minute video presentation of your poster presentation
- **In-person Poster Reception Documents**
 - 36" by 48" Printed* Paper Poster
- **In-person Poster Reception**
 - Your presence on Wednesday June 28th 5:30 – 6:30 PM to share about your poster and answer questions from Conference attendees throughout the hour

**The organizers of the Hawai'i Conservation Conference WILL NOT be printing posters. Poster Presenters are fully responsible to print their own posters and bring it to the Hawai'i Convention Center on Monday June 26th between 2 – 4 PM to hang/adhere it in the Exhibitor Hall.*

Poster Presenter Guidelines

For Virtual Poster

- Each poster will be provided with space in our Virtual Poster Gallery in the Oxford Abstracts portal. You must prepare a pdf of your poster that must not be more than 500MB file size and should not exceed 36"x48". Posters will be read on a screen, hence, the text and graphics used should be able to be read from a distance. We suggest using no less than 24 point bold lettering. Keep in mind that capital and lower-case lettering is easier to read than all caps. Posters should include author email to enable audience contact.
- Poster authors are required to record a two-minute video presentation discussing your poster. Your video recording will be included in the Virtual Poster Gallery. Please send your recording as a mp4 file not to exceed 1 GB.
- **Please submit your poster files labeled with your abstract ID number and your first and last name to capacity@hawaiiconservation.org by Friday June 9th COB.**

- The Virtual Poster Gallery will be available to Conference attendees prior to and during Conference.

For Printed Poster

- Poster presenters are fully responsible to print a paper poster not to exceed 36”x48”. *The organizers of the Hawai‘i Conservation Conference WILL NOT be printing posters.* Posters should include author email to enable audience contact. Posters will be displayed for all three days of Conference in the Exhibitor Hall, hence, the text and graphics used should be able to be read from a distance. We suggest using no less than **24** point bold lettering. Keep in mind that capital and lower-case lettering is easier to read than all caps.
- Posters will be adhered to 4’x8’ poster boards (located in the Exhibitor Hall) via push-pins.
- **Poster presenters are required to attend the one-hour Poster Reception on Wednesday June 28th 5:30 – 6:30 PM to discuss your poster with Conference attendees and answer questions throughout the hour.**

Next Steps/Timeline for Poster Presenters:

All Authors Must:

- Register for the Conference **by June 5th, 2023**
- Prepare and submit (1) a PDF version and (2) a short 2 minute video presentation (mp4 file) of your poster presentation **by Friday June 9th, 2023 COB** to capacity@hawaiiconservation.org
- Review your poster presentation in the Virtual Poster Gallery on Oxford Abstracts once its been uploaded by Hawai‘i Conservation Conference staff
- Be available to answer Q&A’s from conference attendees during the In-person Poster Reception on **Wednesday June 28th, 2023 from 5:30 – 6:30 PM**

If you have questions or concerns, please contact capacity@hawaiiconservation.org.