



31ST HAWAI'I CONSERVATION CONFERENCE

'AUAMO KULEANA

AMPLIFYING STRENGTH THROUGH BALANCE



#HICONCON2024



GUIDELINES FOR POSTER PRESENTATIONS

All Poster Presenters are required to provide the following:

- **PRINTED POSTER**
 - 36" by 48" Printed Paper Poster
 - Presenters must print and bring their poster to the Hawai'i Convention Center
- **Virtual Poster Gallery Documents**
 - PDF Version of your Poster
 - Short 2-minute video presentation of your poster presentation
- **In-person Poster Reception**
 - Your presence on Wednesday, July 31st, 5:30 – 6:30 PM to share about your poster and answer questions from Conference attendees throughout the hour

Poster Presenters are fully responsible for printing their own poster and bringing it to the Hawai'i Convention Center on Monday, July 29th between 12 – 3 PM to hang/adhere it in the Poster Room. Otherwise, you can hang up your poster on Tuesday, July 30th between 7 AM – 1 PM.

Poster Presenter Guidelines

For Virtual Poster & 2 Minute Video Recording

- Each poster will be provided with space in our Virtual Poster Gallery. Please submit a PDF of your poster that does not exceed 500MB file size and should not exceed 36"x48". Posters should include the author's email to enable audience contact.
- Poster authors also record and submit a two-minute video presentation discussing your poster for upload to the virtual 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 (example below) to this file request link by Monday July 15th, 2024 COB - <https://hawaiiconservation.sharepoint.com/:f:/s/HCC/EgbeHHQSuzBKqdH8findLP0B2FRtnkGcCDddu2Pu7aQMAw>.**
 1. First Name field Example - "167_Jon"
 2. Last Name field Example - "Doe"

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

For Printed Poster

- Poster presenters are fully responsible for printing a paper poster not to exceed 36"x48". *The organizers of the Hawai'i Conservation Conference WILL NOT be printing posters.* Posters should include the author's email to enable audience contact. Posters will be displayed for all three days of the Conference in room 312.
- Posters will be attached to 4'x8' poster boards using push-pins.
- **Poster presenters are required to attend the one-hour Poster Reception on Wednesday, July 31st, 5:30 – 6:30 PM to discuss your poster with Conference attendees and answer questions throughout the hour.**
- You may take down your poster at the end of the Hawai'i Conservation Conference starting at 3 PM on Thursday, August 1st. Conference staff will not be responsible for collecting posters at the end of the Conference. Any posters that are left behind will be put into the trash.

Next Steps/Timeline for Poster Presenters:

- Register for the Conference prior to **July 2nd, 2024**
- Prepare and submit (1) a PDF version and (2) a short 2-minute video presentation (.mp4 file) of your poster presentation **by Monday, July 15th, 2024 COB** to this file request link – <https://hawaiiconservation.sharepoint.com/:f:/s/HCC/EgbeHHQSuzBKqdH8findLP0B2FRtnkGcCDddu2Pu7aQMAw>
- Review your poster presentation in the Virtual Poster Gallery on Oxford Abstracts once it's 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, July 31st, 2024 from 5:30 – 6:30 PM**

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