

## Poster and/or Tool and Digital Display Presentation Guidelines

**NE CSC Project Showcase** (Monday, May 15 from 5-7pm) & **Partner Showcase** (Tuesday, May 16 from 5:30-7:00pm), Amherst Room, 10th Floor Conference Center

**NE CSC Project Showcase (Monday, May 15, 5:00-7:00pm) Set Up:** The Amherst Room is available for us **starting at 3:00pm on Monday, May 15**. You can set up your poster or other display anytime before the registration and social starts at 5:00pm. Grab any poster board or table when you arrive. Please consider leaving your materials on display through the duration of the meeting. We'll rearrange the poster boards and tables somewhat, but everything will remain in the Amherst room or the entryway.

**During the Welcome Reception:** This is a casual welcome reception, although we are expecting a few speakers join us sometime around 6pm. We'll ask presenters to be at your poster/table/digital display station for at least a half an hour (or more if you would like!) from approximately 5:45-6:15pm. Your flexibility is appreciated!

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**Partner Showcase (Tuesday, May 16, 5:30-7:00pm) Set Up:** You can set up your display anytime in the Amherst Room (10<sup>th</sup> floor) **starting 7:00 am on Tuesday, May 16**. The room is open anytime, although someone from the NE CSC will be available before the program starts at 8:45am, during breaks, and at lunch that day to be of assistance. Set up at any available space, and feel free to rearrange as you need. We will use the Amherst Room for meeting sessions on Wednesday, May 17, so poster boards and tables will be pushed to the outer edges of the room to accommodate seating in the middle. If you care to leave your materials through the duration of the meeting, please do!

**During the Partner Showcase Reception:** Starting at 5:45pm, partners will have the opportunity to give brief announcements/highlights and invite folks to hear more at that poster/table/digital display station. Please be on-hand to present your material for at least a half an hour, from 6:00-6:30pm.

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**POSTER DIMENTIONS:** Mounting boards are 5' x4' (recommended poster size of 36" high x 48" wide /3' x 4'). We'll provide pushpins and/or tape. Set up on any poster bulletin board (subject to minor rearrangements).

**TOOLS/DIGITAL DISPLAY:** Plan for a couple of rounds of sharing your tool or display, as you would a poster (a few minutes describing the project, what went into creating it, some of the results, or how it was applied, etc.). Your demonstration station will consist of a monitor to connect to your laptop, and an optional poster board w/ easel if you wish to create a poster (or sign) to accompany your demo. You will also have some table space and a chair at your station. We will provide a monitor, wi-fi connection, power source and the basic cables necessary to connect your laptop to the monitor (*please bring any adaptors you may need to connect to external monitors -e.g. Thunderbolt, Mini-Display Port, etc.*). Useable space on the optional poster board is a maximum of 3" x 4".

**TABLES** of various sizes will be available to display your materials. Feel free to bring a banner or table drape, but at the very least consider bringing a sign to denote your organization or agency.

**NOTE:** Although we are the only group using this room, it is not necessarily secure. Please do not leave valuables.