

## POSTER INSTRUCTIONS

Potential Invasive Pests Workshop • October 10-14, 2010

Coconut Grove, FL • Mayfair Hotel

Poster presentations will play a key role in the success of the Potential Invasive Pests Workshop. Much time will be dedicated for viewing posters so that participants can interact and use these opportunities to share details of their work, successes and lessons learned.

### Poster Specifications

- Posters will be displayed during a formal poster session, as well as refreshment breaks throughout the week.
- Posters will be limited to *4 feet high x 6 feet wide* (1.22M high x 1.83M wide). Allow a 4-inch x 4-inch space (10.16cm x 10.16cm) for a poster number in the upper left-hand corner of your poster. Each poster will be assigned a number in advance so that you will know where to place your poster.
- Poster boards will be freestanding.
- Posters must be presented using the poster boards provided by the Conference. The poster boards are contiguous, and presenters may not use their own self-contained displays. Due to space constrictions, no tables or electricity will be provided.
- Poster boards are covered with fabric, and posters can be affixed using either Velcro or  $\frac{3}{4}$ " long push pins. Tape is not permitted. A limited supply of Velcro tape will be available for your use during mounting.
- Early morning, mid-day and afternoon refreshments will be served in the poster session room each day. In addition, there will be a poster session on Wednesday late morning.

### Shipping and Receiving Posters

Should you need to ship your poster to the Mayfair Hotel in advance, please note the following:

There will be no charge for up to (6) boxes weighing a maximum of 30 lbs. each with maximum dimensions 18 x 13 x 13 inches. Additional boxes are charged at a cost of \$10.00 each. Please address boxes as follows:

Mayfair Hotel & Spa  
3000 Florida Avenue  
Miami, FL 33133  
Attn: Michelle Edwards, Conference Service Manager  
Hold for: Guest's Name  
Conference Name & Dates  
Box \_\_\_\_ of \_\_\_\_ (i.e. Box 1 of 3)

### Poster Session Schedule | Kentia I & II | Mayfair Hotel

|                        |   |
|------------------------|---|
| <b>SET UP:</b>         | Sunday, October 10, 5:30pm – 7:30pm<br>and Monday, October 11, 7:00am – 9:45am<br><br>**Posters must be set and ready by the first AM Refreshment Break,<br>Monday, October 11, 10:05am |
| <b>POSTER SESSION:</b> | Wednesday, October 13, 10:20am-12:00pm<br>(Presenters to be stationed at posters from 10:20am-12:00pm)  |
| <b>REMOVAL:</b>        | Thursday, October 14, 3:35pm-6:30pm **  |

*\*\*Poster display boards will be dismantled and removed by the vendor on Thursday, so please remove your poster as soon as possible Thursday after the PM Break concludes at 3:35pm. The conference organizers are not responsible for lost or damaged posters removed by the display board vendor. Posters left behind will be discarded.*

**SPECIAL NOTE:** For authors presenting multiple posters, we make every attempt to position your posters within close proximity of each other.

**Questions or Assistance**

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