

# Community Involvement Conference

## Poster Program Guide

### Displaying Your Poster...

By presenting a poster, you have the opportunity to engage your audience for the entire length of the conference as opposed to one particular session. To optimize this opportunity, ICMA recommends that you:

- Display a visually engaging and concise poster presentation; it should be easily visible from a distance of 5 feet;
- Use easy to read fonts and present your text so that it is easy to read and not too lengthy;
- Balance your text with photographs and/or illustrations;
- Encourage your co-workers or others to review and critique your poster prior to the conference;
- Create a title for your presentation that stands out and summarizes the content of your presentation; and
- Provide contact information to conference attendees by affixing a pocket to your poster to fill with your business cards. This way, attendees who are unable to ask you questions during the conference will be able to contact you later.

Each presenter will use a panel that is 7 ½ feet wide by 3 ½ feet high that sits approximately 3 feet off the floor. To attach your poster and/or other materials to the board you will use push pins; you are required to provide these materials yourself. The poster presentation can consist of one single sheet that displays your entire presentation or a number of pieces that together exhibit your work. We suggest that your poster and other materials be lightweight so as to allow for easy traveling and positioning. A limited amount of table space will be available near your poster on which to place additional materials relating to your presentation.

Please note that commercialism is not allowed in the Poster Presentations except for the author and title area. Your poster is intended to present a visual account of a public participation and community involvement project, and not to market the qualifications of any particular individual or organization. Also, laptops are not allowed as a part of the poster presentation and posters must be attached to the space provided – no free standing posters.

### Presentation Opportunities...

In addition to continually displaying your poster throughout the entire conference, poster presenters will have three scheduled presentation opportunities when they can be available to discuss their posters with conference attendees:

- Poster Session/Networking Hour, Tuesday, July 22<sup>nd</sup> 5:45-7pm
- Continental Breakfast/Poster Session, Wednesday, July 23<sup>rd</sup> 8:15-9am

During these scheduled times, ICMA recommends that you stand near your poster so that viewers may ask you questions. During the first two days of the conference, viewers can evaluate the posters enabling them to cast their vote for the all-new “People’s Pick” Award that will be presented to the winner during the Plenary Session on Thursday, July 24.

**New for 2003 – Poster Awards...**

Created just this year, the Poster Awards will go to individuals who have presented exemplary posters. Two awards may await you! The first award, the “Best Overall Poster” will be awarded to the presenter(s) whose poster exhibits the best presentation of subject matter, layout and design, and quality of research. A selected panel of judges will decide the winner of the Best Overall Poster.

The second award, the “People’s Pick” award, will be decided by the *Community Involvement Conference* attendees. After perusing the poster area during the first two days of the conference, each attendee will cast his/her vote for the “People’s Pick” award. Both awards will be presented to the winners during the Plenary Session on July 24<sup>th</sup> at 11am.

**Questions or Additional Information...**

Please call Riti Dhesi at 202.962.3657 or email her at [rdhesi@icma.org](mailto:rdhesi@icma.org).