

2004 U.S. Environmental Protection Agency Community Involvement Conference and Training

Poster Program Guide

This guide presents guidelines and information about completing and presenting a poster during the 2004 U.S. EPA Community Involvement Conference and Training. All conference participants are eligible to present a poster. To reserve space to present a poster, you need to submit an application form (last page of this document). We only have space for 40 posters and space will be reserved on a first-come, first-served basis. If you are interested in presenting a poster, we encourage you to submit an application at your earliest convenience.

Poster Presentation Opportunities

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. In addition, the conference agenda includes two scheduled poster presentation sessions during which you can discuss your poster with conference participants. The two scheduled periods are:

- Poster Session/Networking Hour: Tuesday, June 15, 5:45-7:00 p.m.
- Poster Session/Continental Breakfast: Thursday, June 17, 8:15-9:00 a.m.

During these scheduled periods, we recommend that you stand near your poster so that viewers may ask you questions. You are not required to attend these sessions, but we highly recommend you do so to maximize your opportunities to present your project or activity and to be available to conference participants to discuss your poster.

Poster Topics

You may prepare a poster presentation on any topic related to meeting community needs through environmental outreach, education or public participation/community involvement. We encourage you to consider a poster presentation on a current project, lessons-learned from an activity or project, a successful approach you have implemented to meet community needs, or an innovative approach for dealing with a challenging situation. Please note that “commercial” posters are not allowed. Your poster is intended to present a visual account of an environmental outreach, education or public participation project or activity, and not to market the qualifications of any particular individual or organization.

Poster Specifications

Each poster 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 need to 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 shipping and positioning. A small table will be placed under each poster panel for you to place additional materials relating to your presentation. Your poster

presentation must fit within the available space and be attached to the poster panel board; no free-standing posters or exhibits will be permitted.

You can use laptop computers and other electronic equipment for your poster presentation. However, the use of such equipment is intended to supplement the poster materials displayed on the panel. Poster displays made up of just a laptop computer or other electronic equipment are not permitted. If you use electronic equipment, you must provide the equipment and are solely responsible for it. We recommend that you only use the equipment during the scheduled poster sessions.

Poster Awards

Awards will be given for the two best posters to recognize those individuals with the most outstanding poster presentations. Both awards will be presented to the winners during the closing plenary session/working lunch on June 17th from 11:00 a.m. to 1:00 p.m. The first award, the “People’s Choice” award, will be decided by conference participants. During the first two days of the conference and the poster session on Thursday morning, conference participants can view the posters and vote for their favorite poster presentation. Ballots and the ballot box for voting for the People’s Choice award will be available at the conference registration desk and ballots also will be included in each participant’s conference folder.

The second award, the “Best Overall Award” 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 Award and will evaluate each poster based on the following criteria:

- Clarity: Poster has coherent and effective message
- Layout and Design: Poster is well organized and neat (aesthetic composition)
- Content and Research: Poster content is engaging and original, well planned, and thoroughly researched
- Readability: Poster is legible from five feet away

In addition to receiving an award during the closing plenary session, the award recipients will be recognized on the web page for the 2004 Community Involvement Conference and Training (www.epancic.org/2004). After the conference, photographs or PDF documents of the award-winning poster presentations will be placed on the web page.

Questions or Additional Information

Please call the conference coordinator, Lisa Gebler, with Environmental Management Support, Inc. (EMS) at 301-589-5318 or contact her by email at lisa.gebler@emsus.com.

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Summary of Poster Presentation Guidelines

Eligibility

All conference participants are eligible to prepare a poster presentation and to be considered for the poster awards.

Poster Presentation Sessions

Two poster presentation sessions are scheduled, including:

- Poster Session/Networking Hour: Tuesday, June 15, 5:45-7:00 p.m.
- Poster Session/Continental Breakfast: Thursday, June 17, 8:15-9:00 a.m.

Topics

Poster presentations may be on any topic related to meeting community needs through environmental outreach, education or public participation/community involvement.

Awards

Two awards will be given to recognize those individuals with the most outstanding poster presentations. These award-winning poster presentations also will be placed on the conference web page (www.epancic.org/2004) after the conference. The first award, the "People's Choice Award," will be selected by conference participants. The second award, the "Best Overall Award," will be selected by a panel of judges selected by conference organizers. The awards ceremony will take place during the closing plenary session/lunch on June 17, 2004.

Criteria

The judges of the Best Overall Award will evaluate each poster presentation based on: clarity-coherent and effective message; layout and design-organization and neatness of poster (aesthetic composition); content and research-engaging and original, well planned, and thoroughly researched; and readability-legible from five feet away.

Poster Specifications

Poster presentations must fit on a 7½ feet wide by 3½ feet high panel. Poster and other materials must be attached to the panel with push pins. The poster presentation can consist of one single sheet that displays the entire presentation or a number of pieces that collectively exhibit your work. A small table will be placed under each poster panel for additional materials. The use of laptop computers or other electronic equipment is permitted as long as it supplements the poster display materials. However, the poster author must provide the equipment and is solely responsible for it.

Poster Presentation Contact

Lisa Gebler, with Environmental Management Support, Inc. (EMS), can be reached at 301-589-5318 or by email at lisa.gebler@emsus.com.

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Poster Application Form

Presenter Information

Name (Mr./Ms.): _____
Title: _____
Department: _____
Mail Code: _____
Organization: _____
Address: _____

City, State, Zip Code: _____
Phone: _____ Fax: _____
E-Mail Address: _____

Poster Information

Poster Title: _____

1. Will You Be Using a Laptop Computer or Other Equipment for Your Poster Presentation?
 Yes No

If Yes, What Type of Equipment Will You Be Using and How Will it Be Used? Note that you must provide the equipment and are solely responsible for it.

2. Write a Brief Description of Your Poster (2-3 Sentences).
3. Provide a More Detailed Summary of Your Poster (Paragraph). Note that this summary will be included in a Poster Presentation Booklet that will be distributed at the conference.

Please submit this form to Lisa Gebler by mail at EMS, 8601 Georgia Avenue, Suite 500, Silver Spring, MD 20910, by fax at 301-589-8487, or by email at lisa.gebler@emsus.com. For questions, please call Ms. Gebler at 301-589-5318.

If you have not done so already, please register for the *2004 U.S. EPA Community Involvement Conference and Training* at www.epancic.org/2004.