

## HAWAI'I AGRICULTURE CONFERENCE

# AG2019

## POSTER PRESENTATION GUIDELINES

**Posters will be located within the AGxChange and will be on display throughout the conference.**

**Please take note of the following guidelines when preparing your poster:**

- 1) Each poster will be mounted to a provided poster board. **The size of your poster should not exceed 44" wide x 36" high.**
- 2) **Your poster should include your name, affiliation, and contact information** and should be laid out in a clear and logical format to effectively communicate your message. You are also encouraged to include a QR code if there is additional information available online.
- 3) Posters will typically be read from 40" away, hence, the text and graphics used should be able to be read from at least this distance. We suggest that written materials displayed on the panels should be no less than 24-point bold lettering. Keep in mind that capital and lower-case lettering is easier to read than all caps.
- 4) **Posters must be attached using Velcro** (adhesive, male – rough side). It is the presenters' responsibility to provide their own Velcro. Make sure that you have enough to hold up your poster (depending upon the weight of the poster materials you used).
- 5) More than one participant may author a poster, but **at least one of the primary authors must be a paid, registered participant. Please register online by July 31, 2019 (presenter deadline) at: <https://www.hiaconference.org/register.html>.**

**Please note the following important dates, times, and logistical details:**

- 1) **Posters may be set up** October 14 from 3:00 p.m. – 5:00 p.m. or October 15 from 7:00 a.m. – 8:00 a.m.
- 2) Posters will be displayed at the AGxChange in Room 313ABC.
- 3) Please check in at the registration table located just outside Room 313ABC prior to hanging your poster.
- 4) Poster presenters are asked to be present at their posters during the **Farm to Table Tastings event on Tuesday, October 15, 2019 from 5:00 p.m. – 6:30 p.m** (event ends at 7:30 p.m.)
- 5) **Posters remain on display** until Wednesday, October 16 at 3:30 p.m. **Poster materials must be removed** by 5:00 p.m. on October 16, 2019. Posters that have not been removed prior to 5:00 p.m. will be discarded.

**Thank you for participating as a poster presenter.**  
**Questions? Please contact [Director@agleaderhi.org](mailto:Director@agleaderhi.org), 808.224.6444.**