

WESTERN FOREST INSECT WORK CONFERENCE

April 7-10, 2008

Millennium Harvest House
Boulder, Colorado

Instructions for Posters

What is a Poster? A poster presentation is a graphic display of topics of interest to forest health practitioners incorporating text, figures, and/or tables. Space available for each display is limited to **4 feet by 4 feet**. A black corkboard panel and push-pins will be provided for each poster. Presenters are asked to be available at their posters during the poster session to discuss their presentations with meeting attendees.

How to submit a poster: Please submit a title of your poster on the registration form for the conference.

Poster Setup: Suggested times for putting up posters are Tuesday after 5 pm or Wednesday before the field trip. Please contact Leanne Egeland, or inquire at the registration table for appropriate places to display your poster.

It is the responsibility of the poster presenter to put up their poster prior to the poster session on Wednesday evening and take down their poster Wednesday evening after the poster session. If you are not going to be attending the conference or need to leave the poster session early, please find a responsible person to care for your poster.

Poster Proceedings

Posters: Poster presenters are responsible for preparing and submitting an abstract of their poster. Abstracts should be submitted directly to the proceedings compiler (information below) no later than **May 30, 2008**.

Format: All contributions should be submitted in an electronic format either through e-mail or CD. When sending a CD, please send an **e-mail or call** by phone to notify the proceedings compiler that your contribution has been sent by ground mail. Macintosh user's are responsible for converting to PC format.

The preferred document format is **Microsoft Word**. Documents formatted in Wordperfect 6 and Works 2000 will be imported into MS word by the compiler. Be aware that some formatting may be lost when such documents are imported into Word.

Please follow these guidelines:

- Formatted to **8.5 x 11 paper** with **1-inch margins** on all sides
- **Times New Roman, 12 pt type** font (for main text; other fonts may be used in special circumstances, tables, etc.)
- Poster title **centered** at the top of the page and **bold**
- Poster author names immediately **below title and centered**, not bold
- Paragraphs to be **left justified** and **not indented**
- Main headings should have first letter capitalized and be centered; separate main headings from the following text with one blank line.
- Subheadings should have first letter capitalized and be left justified; separate subheadings from the following text with one blank line.

Proceedings Compiler/ Poster Session Coordinator:

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