

WESTERN FOREST INSECT WORK CONFERENCE

April 5-8, 2010

Little America Hotel
Flagstaff, Arizona

Instructions for Posters

What is a Poster? A poster presentation is a graphic display of topics of interest to forest health practitioners and forest entomologists incorporating text, figures, and/or tables. Space available for each display is limited to **4 feet by 4 feet**. Presenters are asked to be available at their posters during the poster session Wednesday evening 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 during lunch or afternoon break, or Wednesday before the field trip. Please contact Richard Hofstetter (Rich.Hofstetter@nau.edu; 928-600-1339) 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 by Thursday evening. If you are not going to be attending the conference or need to leave early, please find a responsible person to care for your poster. All posters left up after Thursday will be discarded.

Instructions for the Proceedings

Posters: Poster presenters are responsible for preparing and submitting an abstract of their poster. Abstracts should be submitted directly to the proceedings compiler (Richard Hofstetter, information below) no later than **April 30, 2010**.

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** to notify the proceedings compiler that your contribution has been sent by ground mail.

The preferred document format is **Microsoft Word (not pdf)**. Be aware that some formatting may be lost when such documents are imported into Word if the document is not originally saved as a Word document.

Please follow these guidelines for abstract submissions:

- Formatted to **8.5 x 11 paper**
- **Times New Roman, 12 pt type** font (for main text; use whatever in special circumstances, tables, etc.)
- **1-inch margins** on all sides
- Poster title **centered** at the top of the page and **bold**
- Poster author names **two lines 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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