

# **INVITATION TO SHARE YOUR ORGANIZATION IN A POSTER PRESENTATION**

## **Advantage of a Poster Session:**

- This informal session will provide an opportunity for networking and exchanging innovative ideas, and for useful discussion, will be another way to learn what others are doing across the country!
- A way to share an innovative program to gain ideas to bring back home.
- A way to share results of an annual community benefits report.

## **General Requirements for Poster Presentations:**

- 3 x 4 foam core board to be displayed.
- An easel will be provided.
- If you already have a tri-fold display that you would like to use instead, please let me know and a table will be ordered for you.
- Handouts: If you plan on bringing handouts, please bring a minimum of 120 copies. A small table between two easels will be provided for any materials or business cards.

## **General Hints**

- Visuals enhance the effectiveness of your presentation. Think in terms of graphic impact. Charts, drawings, photographs, and other illustrations are encouraged.
- All lettering should be easily legible at a distance of 4 feet.
- Do NOT simply print out 8 ½ x 11 sheets from a PowerPoint presentation.
- You must bring any supplies that you need (tape, tacks, felt-tipped markers, etc.) as we will be unable to provide these during the conference.
- Reminder: Electrical support, audio-visual, or internet access will not be available.

## **Date/Time/Room/Hotel Setting of Poster Sessions**

- Poster session will be at the Reception on Thursday, October 22 at 6:00 pm.
- They can be re-set in the foyer outside the meeting room on Friday.
- You may come 30 minutes early Thursday evening to set-up at the Reception.
- To mail to the hotel ~ The Hyatt will accept only pre-paid packages. Deliveries and shipments may arrive no more than 2 business days prior to the guest's arrival. All packages must contain a label giving the following information: 1) Your Return address, 2) Name of Group affiliation (**CJA**), 3) Meeting room name and date (**CJA Reception/Thursday, October 22 at 6:00pm**), 4) Group contact (**Jennifer Hunt**), 5) Name of person that will claim package, and 6) Date of that person's arrival. A fee of \$5 per package will be applied.
- Shipping Hotel Address:

(Client Name)  
(Conference Name)  
c/o Hyatt Regency Austin  
208 Barton Springs Road  
Austin, TX 78704  
(512) 477-1234

## **Deadline for Notifying CJA of Your Poster Presentation:**

- By Friday, October 9<sup>th</sup>
- Send by email your confirmation with the details of your display to [cja@crhn.org](mailto:cja@crhn.org)
- Questions? Call Lindy at 1-360-493-5762 or 1-888-202-3600