

Poster Presentation



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.

Communities Joined in Action

PMB 212, 1910 East 4th Avenue, Olympia, WA 98506-4632 - Phone: (360) 489-0496

Date/Time/Room/Hotel Setting of Poster Sessions

- Poster session will be at the Reception on Thursday, October 7 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 Regency on Capitol Hill 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 6 at 6:00pm), 4) Group contact, 5) Name of person that will claim package, and 6) Date of that person's arrival. A fee of \$11 per package will be applied.
- Shipping Hotel Address:

(Client Name)

Conference Name: Communities Joined In Action
c/o The Hyatt Regency on Capitol Hill
400 New Jersey Avenue,
NW, Washington, D.C., USA 20001
Tel: +1 202 737 1234

Deadline for Notifying CJA of Your Poster Presentation:

- By Friday, September 23
- Send by email your confirmation with the details of your display to info@cjaonline.net so that we can reserve your place.
- Questions? Call Lindy at 1-360-489-0496