



## 14th Annual Green Chemistry & Engineering Conference

Innovation & Application | June 21-23, 2010 | Washington, D.C.  
[www.GCandE.org](http://www.GCandE.org)

## Registration for all Presenters

**All speakers and poster presenters must register and pay the appropriate registration fee to attend the conference.**

## Instructions for Oral Presentation Authors

In order to ensure your presentation is a success, it is important that you are familiar with and abide by the following guidelines. Your cooperation will be appreciated and will help keep the conference on schedule for the benefit of all attendees.

### Standard AV Equipment in Technical Session Rooms

- LCD projector with VGA connection cable and switcher
- Screen
- Laser pointer
- Podium with microphone
- Lavalier microphone
- PC computer

You may bring your own computer but we recommend using the computer provided.

### Maintaining the Published Schedule

Published presentation times must be maintained. It is important that presentations do not start late or extend past their scheduled conclusion because of equipment set-up or associated troubleshooting with computers. Session chairs will be responsible for keeping their session on time.

### Speaker Ready Room

To assist you in your presentation, a speaker ready room is located in the Michigan Room.

We strongly recommend that all presenters come to the speaker ready room the day **BEFORE** their presentation to check for connectivity and resolution. We further recommend that

presenters conduct dry runs of their entire presentation prior to the scheduled talk. This dry run should be conducted in a location other than the speaker ready room.

## **Instructions for Poster Session Authors**

Each horizontal poster board measures 4 feet high x 8 feet wide (including frame). All presentations must be confined to the poster board itself. Computer display equipment, sound or projection equipment, freestanding or three-dimensional displays, demonstrations/experiments, or tables for handout materials are not permitted in the poster session.

Each author is responsible for mounting his/her material beginning Monday at 3pm. Posters must be installed no later than 8am Tuesday morning. It is requested that posters remain until after the reception Tuesday evening from 6pm-7pm. However, all posters must be removed by 8am Wednesday morning. ACS GCI will not assume responsibility for materials left beyond those time limits.

Authors must remain with their posters for the duration of the session, Tuesday from 1:20pm-2:20pm. They are expected to display and discuss their results and answer questions from other attendees.

Poster numbers supplied by ACS GCI will be placed in the upper corner of each poster board. This number corresponds with the number assigned to each paper in the program book.

## **Design Suggestions for Scientific Posters**

- Each horizontal poster board measures 4 feet high x 8 feet wide (including frame).
- Allow ample time to prepare your poster. All poster materials (illustrations, charts, and text) must be prepared in advance.
- All posters should feature a title, your name, the name of the institution where the research was performed, and should credit other contributors, as appropriate.
- Use a crisp, clean design. All lettering should be legible from about 5 feet (1.5 m) away. Title lettering should be about 2" to 3" (5 to 7.5 cm). Subheading lettering should be 1/2" to 1" high (1.25 to 2.5 cm). Text lettering should be approximately 24 points (1/4" or .625 cm).
- Make illustrations simple and bold, with captions at least 3/8" (.939 cm) high. Enlarge photos, tables, and charts to show pertinent details clearly.
- Do not tell the entire research history. Present only enough data to support your conclusions and show the originality of the work. The best posters display a succinct statement of major conclusions at the beginning, followed by supporting text and a brief summary at the end.
- Displayed materials should be self-explanatory, freeing you for discussion.
- Poster elements should be mounted on 1/8" (.313 cm) foam-core board or less. Thicker boards and heavy paper will be difficult to pin onto poster boards.
- Enhance your effectiveness by mounting your poster on a solid, colored background.
- Utilize other techniques to improve the graphic impact. Use color to add emphasis and clarity. Simplicity, ease of reading, etc., are more important than artistic flair. Keep in

mind that lighting may be dim inside the poster session, so make sure your contrasts and color combinations are easy to read.

- For ease of transport, make poster elements small enough to package and carry.
- Pack a sketch of your poster layout, measuring tape, push pins (ACS GCI will provide a reasonable supply of push-pins, although it is wise to bring your own), or Velcro, so you can set up your poster quickly. All material must be removable. You may not write, paint, or use paste on the board.
- You may want to bring handouts of your abstract or copies of your data and conclusions to share with interested viewers. Some authors also provide sign-up sheets to record names and addresses of attendees who might wish more information, reprints, etc.