

CFCS 2006

INSTRUCTIONS FOR POSTERS

Introduction

Posters allow the presenter to communicate research findings and to exchange ideas in a more informal and convenient setting than in an oral presentation. Poster sessions allow for considerable dialogue and engaging interaction and for a clearer and more reflective process of presentation of statistical or visual information. Posters promote the exchange of ideas for research by providing a setting for discussion and a format in which findings can be presented with greater clarity and understanding.

General Instructions

Poster size should be **36" h x 44" w (92 cm high X 112 cm wide)**. Posters should include the abstract number provided with the acceptance of the poster in the upper left corner. All posters should be handed to a CFCS staff in the Atlantic Room between 3:00 - 5:00 pm on Monday, July 10, for setup. Posters will be on display from Tuesday, July 11, at 8:00 am until Wednesday, July 12, at 11:00 pm. Presenters must accompany their posters to display and discuss their research findings at the Poster Session and Cocktail (Atlantic Room) on Wednesday, July 12, from 7:30 to 11:00 pm. Presenters are responsible for removing all material from the poster board when the Poster session ends. Any material remaining thereafter will be discarded.

Poster contents should be presented in logical sequence as follows:

- **Title** (Banner) - Includes poster title at top, then author(s), and affiliation. Tip: include phone number and/or email address of primary author. One-inch lettering (72 point) should be considered a minimum size for the title (104 point is most common). Titles are usually done in all-caps and should accurately describe the subject. Use smaller font sizes for list of authors and other information. If there are multiple authors, the one who is to be the conference presenter should have an asterisk after his/her name.
- For the rest of the sections, lettering size should be large enough for all text to be read from 3.5 feet away. Smallest recommended font size is 24 (18 point for super- and subscripts).
- **Abstract** (always first) - Includes the what, why, how, and key results and conclusions of study. Begins with a clear statement of purpose and objective. Located after the title in the upper left corner.

- **Introduction** - State the problem or area of investigation and any background essential to the subject and study approach.
- **Materials and Methods** - Describe with appropriate detail apparatus, lab techniques, statistical analysis, etc. All measurements shall be given in the SI units (Système International d'Unités) of measure.
- **Results and Discussion** – Presentation, interpretation and discussion of experimental data. Use graphs, tables, photos, artwork, etc.
- **Conclusions** (always last) - List key findings, summary, interpretation, management implications/applications.
- **Literature Cited** - Concentrate on key references only.
- **Acknowledgments** - Funding sources, research partners, etc.

Tips to consider: Attach (pin) holders or folders to the poster board that include your business card and/or handouts. Handouts relative to the poster presentation are popular and encouraged. Many of the software programs for posters allow for printing mini versions of the entire poster as a handout. These are great tools to generate further interest in your work and encourage feedback.

INSTRUCTIONS FOR ORAL PRESENTATIONS AND PAPERS

This year the technical session staff will be collecting the oral presentations and papers Sunday, July 9, from 2:00 to 9:00 pm in an effort to maximize on site efficiency and to avoid possible technical issues with PowerPoint files for oral presentations. Each room will be equipped with a computer and an LCD projector. After all presentations have been collected, they will be distributed to the appropriate conference room locations on site prior to the start of the session. Files should be stored in a "USB Jumpdrive" or Compact Disk and handed to the staff for upload. Each file must be named using the abstract number provided with the acceptance of the poster or oral presentation. Oral presentations are scheduled every 15 minutes, providing 12 minutes for the delivery and 3 minutes for questions and answers. Make sure that your presentation can be delivered **on time and within the time frame**. Since the CFCS Technical program is divided by discipline and concurrent sessions, presentations must and will be kept on track.

All oral presentations must be in **Microsoft PowerPoint 2003** format. Papers should be written using **Microsoft Word 2003**. **If you use other software make sure that they are fully compatible with the Microsoft**

office programs. The technical staff will not be responsible for problems if the files are not submitted in the above mentioned software.

Papers

All papers of accepted abstracts and posters must be submitted to the technical session's staff prior to presentation on Sunday, July 9 from 2:00 to 9:00 pm. This year papers will follow the format of the *Journal of Agriculture of the University of Puerto Rico*. The style manual and examples of papers can be found at the following web address: <http://jaupr.cca.uprm.edu>.