

## Guidelines for Poster Sessions

Poster presenters are asked to note the following guidelines:

- You may put your poster up any time after 5:00 p.m. on Wednesday, October 26.
- Posters will be displayed throughout the conference from Thursday, October 27 through 12 noon on Friday, October 28.
- Presenters are required to stand by their poster in order to interact with attendees during the advertised poster session time of 11:00 a.m.–12 noon on Friday, October 28.
- Posters must be dismantled as soon as the poster session concludes, but no later than 3:00 p.m. on Friday, October 28.
- Bulletin boards will be provided.
- Poster spaces are pre-assigned, so please check in with conference registration desk personnel for assistance in locating your assigned display space.
- Please affix your display to the bulletin board in a space that measures no more than 36” high by 48” wide. The size constraint is important, as you will share the display space with another presenter.
- You are responsible for bringing your own supplies (adhesive tape, thumb tacks, etc.).
- You may bring business cards or handouts to distribute from your poster location if you choose.
- If you wish to use a laptop as part of your presentation, you must provide your own computer. Tables for laptops must be ordered Peter Park, CMS Director of Professional Activities, via email at [conferences@music.org](mailto:conferences@music.org) no later than Thursday, September 8. As access to electrical power is not always guaranteed, make certain your batteries are well charged.
- Internet connections are NOT provided for poster sessions. If an Internet connection is absolutely vital to the success of your poster presentation (e.g. online demonstration), arrangements must be made for this through the CMS Executive Office no later than Thursday, September 10. Internet fees will apply.
- You may wish to consider printing your poster on fabric rather than on paper. This alternative allows you to travel free of a bulky poster tube, as fabric posters are lightweight, foldable, and show only the slightest hint of crease lines when removed from your luggage. Several online companies specialize in printing fabric posters (prices will vary depending on the poster size, turnaround time, shipping destination, and other factors).

If you have further questions regarding poster displays, please contact Peter Park, CMS Director of Professional Activities, via email at [conferences@music.org](mailto:conferences@music.org), or by telephone at (406) 721-9616.