

## Guidelines for Poster Sessions

Congratulations once again on having your poster display accepted for the Fifty-second National Conference, October 22–25, 2009, at the DoubleTree Hotel Portland–Lloyd Center in Portland, Oregon. Your name, affiliation, and poster title will appear in the conference program book.

Poster presenters are asked to note the following guidelines:

- You may put your poster up any time on Thursday, October 22.
- Poster displays will be located in the Broadway and Wiedler rooms of the DoubleTree Hotel, near the exhibit and registration area. This will allow your poster maximum exposure.
- Please check-in with the registration desk upon arrival. Desk personnel will assist you in locating your assigned display space.
- Bulletin boards will be provided.
- Please affix your display to the bulletin board in a space that measures no more than 4 feet high by 4 feet wide.
- You are responsible for bringing your own supplies (adhesive tape, thumb tacks, etc.).
- You may bring handouts to distribute if you choose.
- If you wish to use a laptop as part of your presentation, you must provide your own computer (and do make certain the batteries are well charged, as access to electrical power is not always guaranteed).
- Internet connections are not typically available for poster sessions. If an Internet connection is absolutely vital to the success of your poster presentation, arrangements must be made for this through the CMS Executive Office well in advance of the conference. Internet fees may apply.
- Poster presentations will be accessible anytime during conference hours from Thursday, October 22 through Saturday evening, October 24.
- Two hour-and-a-half sessions have been reserved for poster presenters to interact with interested conference attendees as follows:  
  
    Friday, October 23: 2:00 – 3:30 p.m.  
    Saturday, October 24: 2:00 – 3:30 p.m.
- All posters must be dismantled by 7:00 p.m. on Saturday, October 24.

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