



Administrative Offices
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2023 TechCon Poster Presentation Guidelines

- SVC will provide you with a **4-foot high by 4-foot wide poster board** and push pins to mount your presentation.
- Your poster presentation should be self-contained, requiring no verbal explanation, yet be visually appealing and readable from several feet away and not simply pages of a manuscript.
- Color is encouraged.
- You may **set up your poster between 1:00 p.m. and 6:00 p.m. on Monday, May 8, 2023 or between 7:00 a.m. and 11:00 a.m. on Tuesday, May 9, 2023**. The poster area is inside the Exhibit Hall (Prince George's Hall A/B) across from booths 718 – 726. You will need your badge to access the poster presentation area.
- You are expected to **be available at your poster from 2:30 p.m. to 4:30 p.m. on Tuesday, May 9, 2023** to answer questions and meet those interested in your presentation. *This is an excellent opportunity for one-on-one interaction that is not available to those making oral presentations. If you are not present during this time period you will be ineligible to win the "Best Poster Award".*
- A Best Poster Award of \$200 will be presented during the Beer Blast in the Exhibit Hall on Wednesday, May 10, 2023 at 3:00 p.m. **Please be present!**
- You are expected to remove your poster **when the Exhibit closes at 4:00 p.m. on Wednesday, May 10, 2023** after which, any remaining posters will be destroyed during the exhibit breakdown process.

Post Conference Poster Presentation Memorialization

Upload your Poster Presentation as a single slide PowerPoint presentation to the SVC via the [SVC 2023 TechCon portal](#):

SUBMISSION DEADLINE – July 7, 2023

NOTE: This year the SVC will again be providing TechCon Presenters the option to memorialize in the published SVC Proceedings (digital and print versions) the Poster presentation which you will have presented at the 2023 TechCon.

If you wish to have your Poster presentation "memorialized" in the Conference Proceedings, you will need to upload your Poster Presentation in a single slide PowerPoint presentation format and complete/upload the SVC 2023 PowerPoint/Poster Presentation Copyright release. To those authors submitting a manuscript describing the work presented in the Poster, only the manuscript will be memorialized in the Conference Proceedings, and you will need to execute and upload a SVC 2023

Manuscript Copyright Transfer Agreement along with the completed manuscript by July 7, 2023.

Use the following guidelines when naming your files:

- ONLY use a dash (and no spaces) when you name your files
- No spaces or commas are allowed.
- Paper#-Author Last Name-“Poster”
- For Example: P1-Smith-Poster

If an author is presenting more than one talk, each presentation must be named and uploaded separately.

Important SVC Procedures Regarding PowerPoint Files

- **PowerPoint Presentations must be received no later than Friday, May 5, 2023.**
- Please do not send the PowerPoint presentation by E-mail to SVC.
- If you are having any problems uploading your PowerPoint presentation, please contact Mary Ellen Quinn (maryellen.quinn@svc.org) for help and assistance.

Ensure your presentation is complete upon submission. Revisions are discouraged after the submission deadline.

NOTE: The SVC will destroy your PowerPoint file after the TechCon unless you have submitted an SVC PowerPoint/Poster Presentation Copyright release.