2024 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 8:00 a.m. and 5:00 p.m. on Monday, May 6, 2024**. Pick up a Poster Presenter Ribbon at the Conference Registration Counter (Lobby level) in the Hilton Hotel and wear this ribbon to gain access to the Exhibit Hall during this time.
- The poster area is on the back wall of Salon C of the Exhibit Hall.
- You are expected to **be available at your poster from 2:30 p.m. to 4:30 p.m. on Tuesday, May 7, 2024** 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 Event Center on Wednesday, May 8, 2024 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 8, 2024** 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 2024 TechCon portal**:

SUBMISSION DEADLINE – September 15, 2024

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 2024 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 2024 PowerPoint/Poster Presentation Copywrite 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 2024

Manuscript Copyright Transfer Agreement along with the completed manuscript by September 15, 2024.

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 September 15, 2024.**
- 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 due date unless you have also submitted an SVC PowerPoint/Poster Presentation Copyright release.