



26<sup>TH</sup> ANNUAL CONFERENCE, MARCH 19-21, GAITHERSBURG, MD

## INVITATION TO SHARE YOUR PROJECT IN OUR GOVERNMENT BEST PRACTICE POSTER AND DEMONSTRATION SESSION

**Session Date: Thursday, March 21<sup>st</sup> 10:30am – 2:10pm**

This session provides:

- A forum to share innovative government projects
- An opportunity for networking and exchanging new ideas
- A medium to learn what others are doing in our community
- A chance to gain new ideas to bring back to your organization
- An opportunity to collaborate and receive feedback from FISSEA members on your project

The session is NOT a:

- marketing, product advertisement, or sales opportunity
- vendor/company profile session

*I love poster sessions. I can see what new ideas are being tried and have a quick word with the presenter. Time is so tight at conferences and waiting to speak to a presenter after a panel session isn't always feasible. For presenters creating a poster helps them meet to get the word out about their ideas and receive peer feedback from others interested in their topic.*

### General Requirements for Best Practice Poster Presentations and Demonstrations

Presenters are responsible for:

- Tri-fold cardboard or display poster board – poster must be able to stand on table - we do not have easels
- Printing of any handouts – if you plan to bring handouts, please bring a minimum of 100 copies.
- Laptop, displays, and power cords



Conference host is responsible for:

- Table for tri-fold displays and other materials
- Power supply for laptops\* (\*if notified by due date)
- Complimentary admission to poster session for one participant Thursday, March 21 (we hope you will be able to attend the entire 3-day FISSEA conference for only \$170)

## **Date/Time/Room/ of Government Best Practice Poster Session**

- Poster session will be on Thursday, March 21st from 10:30am-2:10pm.
- The space will be available for set up on Thursday, March 21<sup>th</sup> beginning at 9:00am. Poster participations must have posters in place by 10:15am.
- Presenters are asked to be available to share their posters with the attendees during the morning network break from 10:30am-10:45am, lunch break 12:20am-1:20pm and afternoon networking break from 1:55pm-2:15pm.
- Participants are responsible for setting up and taking down the posters. Posters must be removed by 4:00pm. Abandoned posters will be thrown out.

## **General Hints**

- Please remember your audience. The best posters use attractive colors including illustrations, simple graphs and charts, and large bulleted text with clear concise information. Make sure the main point is clear and simple.
- Someone should be able to read your poster in 5 minutes and from 5 feet away
- Visuals enhance the effectiveness of your presentation. Think in terms of graphic impact. Charts and illustrations are encouraged.
- All lettering should be easily legible at a distance of 5 feet.
- Do NOT simply print out 8 ½ x 11 sheets from a PowerPoint presentation.

## **REGISTRATION INFORMATION**

Send an email by Friday, March 8, to [Peggy.Himes@nist.gov](mailto:Peggy.Himes@nist.gov) with the following information:

- Best Practice Project Title
- Synopsis of Project (one paragraph – highlighting why this is important to FISSEA members)
- Your Name and Organization
- Contact information (email and phone number)
- Need Power Source

If you would like additional information about the poster session, please contact FISSEA Working Group Member, Susan Hansche, [susan.hansche@avayagov.com](mailto:susan.hansche@avayagov.com) or Peggy Himes, [peggy.himes@nist.gov](mailto:peggy.himes@nist.gov).