

Age + Action

2024 Conference | Arlington, Virginia: May 6-8

Poster Session Guidelines

Poster sessions will take place on May 6-7 in **Sky View, 1st Level**.

General Information

- Poster presenters **must [register](#) for the conference**. A discounted presenter rate of \$550 is available (savings of \$100).
- Poster sessions are scheduled for Monday and Tuesday for one hour during breakfast. Poster presenters also have the option to stand near the poster during the optional time later in the afternoon.
- Posters are:
 - Grouped by topic and subtopic.
 - Numbered by the scheduled presentation day and number (for example, MON-21 for Monday session, poster number 21)
 - Listed in the online agenda.
- Poster sessions are scheduled to have 23 poster presentations on Monday, and 22 on Tuesday. Your session and poster number can be found in the agenda.
- When you arrive, find your session and poster number on the poster board.
- Posters may be set up starting at 7:00 am, but at least 30 minutes before the start of the session.
- Posters must be removed by 5:00 PM. All posters and materials not removed each day will be discarded.
- No audiovisual equipment is permitted for poster presentations.
- Push pins will be available on-site for mounting posters.

Poster Hours

Monday, May 6

Open: 8:00 am - 5:00 pm

Poster Session: 8:00 am - 9:00 am

Remove poster by 4:00 pm.

Tuesday, May 7

Open: 8:00 am – 4:00 pm

Poster Session: 8:00 am - 9:00 am

Remove poster by 4:00 pm.

All posters and materials not removed each day will be discarded.

Poster Size

- The poster board display area is 4' high by 8' wide.
- Be sure to not exceed the size of the posterboard.

Poster Header

- Include the following information at the top of your poster (use lettering at least 1" high):
 - Poster number (as noted in your poster confirmation email)
 - Presentation title (use title that appears in the agenda)
 - Author information

Example:

MON0021
Nutrition for Older Adults
Mary Dove, Mark Smith, Valerie Menchaca
State University, Atlanta, GA

Maximum 4 feet high

Maximum 8 feet wide

Poster Printing

- It is recommended to print on matte material, if possible. Glossy posters can produce a glare.
- Push pins will be provided, so you can mount your poster. Be sure the paper or material you use for printing can be mounted with push pins for several hours. Do not print on heavy paper or materials.
- Presenters are responsible for printing their poster and associated costs. There is a FedEx onsite for printing your poster and picking it up when you arrive. Please give FedEx advance notice to print your poster.

The UPS Store Pentagon

1405 S Fern St
Arlington, Virginia 22202
(Across From Costco, Fern St,
Pentagon City Metro, Pentagon City
Mall)
store6199@theupsstore.com
(703) 920-6199

Store Hours

Monday, 9:00 AM - 7:30 PM
Tuesday, 9:00 AM - 7:30 PM
Wednesday, 9:00 AM - 7:30 PM
Friday, 9:00 AM - 7:30 PM
Saturday, 10:00 AM – 6:00 PM
Sunday, 10:00 AM – 3:00 PM

Staples

3301 Richmond Highway
Alexandria, VA 22305
(703) 836-9485

Store Hours

Monday, 8:00 AM - 9:00 PM
Tuesday, 8:00 AM - 9:00 PM
Wednesday, 8:00 AM - 9:00 PM
Thursday, 8:00 AM - 9:00 PM
Friday, 8:00 AM - 9:00 PM
Saturday, 9:00 AM – 9:00 PM
Sunday, 10:00 AM – 7:00 PM

**FedEx Office Print & Ship Center
Crystal Gateway Marriott**

1700 Richmond Hwy
Arlington, Virginia 22202
(703) 302-3415
usa5617@fedex.com

Store Hours

Monday, 8:00 AM - 6:00 PM
Tuesday, 8:00 AM - 6:00 PM
Wednesday, 8:00 AM - 6:00 PM
Thursday, 8:00 AM - 6:00 PM
Friday, 8:00 AM - 6:00 PM
Closed Saturday and Sunday

For poster presentation questions, please contact us at conference@ncoa.org