

Instructions for In-person Poster Presenters

Congratulations on your acceptance to present your research at the UNC 2023 Water and Health Conference scheduled to take place from October 23-27, 2023. Below are the instructions for preparing your **onsite poster** presentation.

Poster Presentations occur in the main atrium of the Friday Center (100 Friday Center Dr, Chapel Hill, NC 27517) from **4:45 pm to 6 pm, Monday through Thursday – confirm the day* you are scheduled to present your poster before arrival: [Detailed Schedule for 2023 Water and Health Conference \(adobe.com\)](#)**

* If you are presenting 2 different posters, please pay attention to your assigned poster title for each day so you know which poster needs to be presented on which day.

BEFORE YOU ARRIVE

- [Register for the in-person conference online](#) if you have not already done so. All presenters must register for the in-person program to attend. *Notify us ASAP if you will not be able to attend to present your poster.*
- **Prepare and print your poster presentation materials before you arrive onsite.**
 - Presenters are required to bring their own posters and materials to the conference. *Print services are not available at the conference site.*
 - Presenters are advised to bring electronic copies of their posters virtually or on USB flash drives as a backup in case posters are damaged or lost in travel. There are stores in Chapel Hill that can provide printing services in an emergency (listed below).
 - Presenters may also bring handouts about their research to provide to interested participants.
 - The conference kiosks will accommodate *landscape orientation* posters maximum 5.5 feet wide by 3.5 feet tall (1.67 meters wide by 1.06 meters tall).
 - Posters should fill the entire space, although smaller posters are allowed.
 - Vertical posters are not allowed.
 - Thumbtacks will be provided onsite for mounting posters.
 - No audiovisual equipment is permitted for poster presentations.
 - Optional: Country flags will be available at the registration desk. If desired, presenters can put up a flag next to their poster to indicate the country where they are from.
 - Posters should follow the general guidelines below:
 - Include the title of the presentation and the list of authors. Letters in the title should be at least 1 inch high.
 - Bring all illustrations needed – figures, tables, color photographs, charts. It may be helpful to consult an artist about the display.

- Ensure typed material is well-labeled and legible from a distance of 2 yards. Lettering should be bold. Use a large font size (20 to 24 point font) on white, pale yellow or cream-colored non-glossy paper. Use 1-inch margins. Use upper and lowercase letters.
 - Avoid use of fancy fonts. Simple serif fonts such as "Times New Roman" are easier to read than sans (without) serif fonts such as "Geneva".
 - Include presenter name and contact information on materials for follow-up questions.
- **Practice presenting your poster before the conference.**
 - Presenters must remain by their poster kiosk for the duration of the poster session, which will last approximately 75 minutes.
 - We suggest you develop a short 20-30 second pitch to give audiences.
 - Many audience members will read the poster and ask you questions on your research. Be prepared to answer these.

DURING THE CONFERENCE

- **When you first arrive onsite, check-in with staffers at the registration table** to confirm your presentation date and logistics.
- Read carefully the instructions on the card provided to you at the registration table. It will contain information about your poster number and the time or day to put up or take down poster.
 - We will have **poster storage** available in the Jezamine Room at the Friday Center if you need to store your poster at the conference venue prior to the day of your presentation. Speak with staff at the registration desk if you need to store your poster. Label the poster tube with your name and date of presentation before storing it.
- **On the day of your presentation, check-in with staffers at the registration table again** to register your attendance and have your poster ready to hang up to present.
 - **Bring your poster to the main atrium of the Friday Center.** A staff person will help you locate the numbered kiosk to hang your poster. *Please arrive as early as possible, setup your poster beginning 8am and no later than 3:30pm.*
 - **Remove your poster at the end of the poster reception.** A recycling bin will be provided at the Friday Center for disposal of any unwanted posters. All posters left behind will be discarded.

Printing your poster in Chapel Hill

There are limited places in Chapel Hill to print your poster. **If feasible, we advise you print your poster before you arrive. Only two locations print posters with dimensions greater than 36" with less than a 5-day turnaround time.** These are listed below along with typical turnaround times:

- FedEx Office Print & Ship Center
 - To order visit: <https://local.fedex.com/en-us/nc/chapel-hill/office-3002>
 - Local pickup in downtown Chapel Hill (114 W Franklin St, Chapel Hill, North Carolina 27516)

- Cost: \$35-\$80 depending on poster size
- Turnaround time for local pickup: 24-hour turnaround time OR extra rush fee \$
- PhD Posters Printing Service (**Not exclusive to PhDs**)
 - To order visit: <https://phdposters.com/>
 - Options for local pickup at UNC Health Sciences Library (335 S Columbia St, Chapel Hill, NC 27599) or shipping
 - Cost: \$42-80 depending on poster size
 - Turnaround time:
 - Local pickup at the UNC Health Sciences Library: Typically 1-2 days, but check their website for up-to-date estimates
 - Shipping: Depends on location

Same-Day Printing in Chapel Hill – Smaller Posters Only – ONLY USE FOR EMERGENCY

The following stores offer same day printing for **smaller posters**, depending on the time you make your order:

- Staples
 - Location:
 - 1710 East Franklin Street, Chapel Hill, NC 27514
 - Order here: <https://stores.staples.com/nc/chapel-hill/1710-east-franklin-street/print-and-marketing-services>
- Office Depot
 - Locations:
 - Corner Of Shannon Rd. &, 4001 Durham-Chapel Hill Blvd, Durham, NC 27707
 - 5600 S Miami Blvd, Morrisville, NC 27560
 - Order here: <https://www.officedepot.com//print-and-copy/print-services>

Campus Printing – Available for UNC Affiliates Only

- UNC Print Shop (<https://aux-services.unc.edu/printing/print-services/>)
 - Location: 3rd floor of Student Stores
 - **Max size available is 3.5 ft by 3.5 ft**

CONTACT INFORMATION

If you have any questions about poster presentations before or during the conference, please contact Lucy Tantum (ltantum@unc.edu) and Rita Gyimah (rgyimah@unc.edu). Please notify us as soon as possible if you are no longer able to present your poster at the conference.