



**PARTNERS RETOOLING FOR THE FUTURE TO
ACCOMPLISH UNITY AND DIVERSITY**

POSTER PRESENTATION GUIDELINES
March 15-19, 2010

The NRCS Civil Rights Division and APIO, NOPBNRCSE, AND NOPHNRCSE employee associations would like to invite everyone to tell their story by participating in the poster session at the joint training conference. We are interested in seeing and reading about what is going on all around the country. This is your chance to tell others about what your office, area and/or state is doing. Whether it's an outdoor classroom, a water development, watershed planning effort, outreach, or information about the area and people you work with, someone can learn something from your efforts and success.

Please share your stories!

We ask that presenters be present during the poster session to answer questions. Presenters are responsible for the removal of their posters after the conference. Posters left in the area will NOT be shipped to the presenter; they will be disposed of. Be sure to take your posters or display home with you.

Subjects

Any subject depicting NRCS or a partnering organization that deals with natural resources or outreach efforts.

Guidelines regarding set-up and presentation of posters

Display Types:

1. Display Boards
 - a) Set that set-up on tables (Downing Displays).
2. Wall Displays
 - a) Agency stand-alone displays
 - b) Posters taped to walls.
 - c) Posters velcroed and/or pinned to cloth divider walls.
3. Stand Alone Displays



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POSTERS

1. Size
 - a) If a PowerPoint software program is used to make the poster, a width of no greater than 56" is recommended, and a height of no more than 34". These recommended sizes are due to two factors:
 1. Most of the PowerPoint software programs available at the local level can only go 56" in length (width).
 2. The majority of the printers that can print posters have a height limitation of 34".
 - b) If a Display Board is used it must be able to sit on top of a 6 foot long table.
 - c) If a stand-alone display is used, which has its own skeleton, it can be any size.
2. For posters made by USDA employees, the USDA equal rights statement must be printed on each display with font size no smaller than 8.
3. There will be an allocated time where all presenters must be with their posters during a break period to answer questions.

Recommendations for NRCS Employees:

1. Contact your state Public Affairs Specialists. They can assist you in a number of ways.
2. Request permission to attend the training session in Kansas City in March as soon as possible. The display and future use of your poster is a professional presentation to your peers at a professional conference, and an acceptable reason for requesting government time and expense.
3. Make your poster with a wide area of interest where it can be displayed by other NRCS employees at other meetings (i.e., Conservation District annual meetings, State Conservation District Conventions, agency training sessions, heritage month displays, etc.).
4. PowerPoint can be used to create posters that look very professional, and can be rolled into a tube container for transport and storage.
5. If you feel that you do not have adequate material to put together a poster, consider collaborating with someone else (your coworkers, the neighboring field offices, tribal staff, etc.).