



790 W. Lake Lansing Rd., Suite 400 ♦ East Lansing, Michigan 48823  
Phone: 517/332-5691 ♦ FAX: 517/332-5870  
Email: [msha@att.net](mailto:msha@att.net) ♦ Website: [www.michiganspeechhearing.org](http://www.michiganspeechhearing.org)

## **POSTER SESSIONS Guidelines for the March 21-23, 2019 MSHA Conference Kellogg Hotel and Conference Center ~ East Lansing, Michigan**

To: All **Poster Sessions** Participants

From: Jacqueline Gale, M.A., CCC-SLP, MSHA V-P for Professional Development and Education

Thank you for participating in this year's **Poster Sessions** at the MSHA Annual Conference. We are all looking forward to an outstanding conference. The **Poster Sessions** displays will be in the **Exhibition Hall (Big 10 A Room)** at the hotel. CEUs will be offered for **Poster Sessions** presentations. Participants may earn .1 CEUs by reading at least 4 of them, **so please have your Poster Session available all three days (Thursday, Friday and Saturday) of the conference.**

**Please note the following suggestions or guidelines for your posters:**

**Posters should be constructed of high-quality double thick poster board or mat board, or a tri-fold Presentation Board, available at office or artist supply stores. The size for these is 24" wide and 36" vertical, and when opened up is 48" wide. One easel for presentation will be provided by MSHA and will accommodate posters. Additional easels will not be available. No audio-visual equipment will be available for this type of presentation.**

The poster should be a well-arranged, eye-catching display that visually presents as much basic information as possible. Any principles that apply to organizing good bulletin boards would apply in this case. If you have materials you wish to hand out, it is suggested that you have approximately 100 copies for distribution.

Presenters may set up their posters on **Thursday, March 21, any time after 8:00 am.** We ask that you please leave your **Poster Session** display up until after lunch on Saturday, at which time you can dismantle. Please refer to the enclosed **Conference Highlights** to see the basic schedule of the conference. The **Preliminary Program** will be online in late December and mailed out in early January. **Authors are requested to be present to discuss their posters and answer questions on Friday from 4:30 - 6:00 pm.** Our photographer will also take photos at this time.

All conference information including **Registration, Volunteering, Hotel Registration, or Exhibiting Forms**, is on-line at [www.michiganspeechhearing.org](http://www.michiganspeechhearing.org) Should you have any questions or concerns regarding your poster display please contact the MSHA office at 517-332-5691 or at [msha@att.net](mailto:msha@att.net)

Again, thank you for your participation in the MSHA Conference. See you in East Lansing!