

A representative collection of projects spanning the breath of AMMTO's programs will be on display in Salon D & E. Nearly 90 posters will be exhibited on twenty-two, 4' by 8' two-sided boards. Four posters per board.

### When and Where?

The Poster Show & Networking Reception is 4:00 – 6:00 p.m. on Tuesday, December 10<sup>th</sup> at the Crowne Plaza Dulles Airport Hotel, in Salons D & E. Doors will open early for a Poster Preview, 12:00 – 3:30 pm. During the preview time, attendees may view posters, but presenters are NOT required to stand in attendance with their poster.

### Poster Guidelines

- **Size:** Maximum 4 ft. wide by 3 ft. tall
- No mounting of posters or added borders allowed. Push pins will be provided
- **Poster Template:** Presenters may use our [poster template](#), but are **not required to use it**. Use the headings in the template as a guide for what to include on your poster. Since each project is unique, feel free to adjust headings as necessary for your particular poster. For example, AMMTO's Consortia, Hubs, and Institutes may find other headings more appropriate.
- **Contact Information:** Ensure posters contain your name and relevant contact information.

### Poster Schedule

- 8:30 am – 12:00 pm - Poster Set Up
- 12:00 – 3:30 pm - Poster Preview (Presenters not in attendance)
- 4:00 – 6:00 pm - Poster Show & Networking Reception with Presenters
- 6:00 – 6:30 pm - Poster Tear Down

Salon D & E

### Presenters Must Print, Ship, Transport, Set Up and Tear Down Their Own Posters

- **FedEx printing near hotel:** A full-service, 24-hour FedEx Office is directly across the street in the Worldgate Centre, 13085 Worldgate Dr, Herndon, VA 20170. Phone #: 703-689-0004. A 3-minute drive / 7-minute walk from the hotel.
- **Poster set up and tear down:** Presenters must set up posters on poster boards in Salons D & E, from 8:30 am – 12:00 pm on December 10<sup>th</sup> using the provided thumbtacks. Posters must be removed by 6:30 pm. Posters remaining at 7:00 pm will be disposed of when poster boards are dismantled.
- **Shipping:** Ship your poster to arrive **no more than 3 days prior** to Tuesday, December 10<sup>th</sup>
  - Ensure your name is on the label with the hotel's full address. Sample label shown below.
  - To avoid hotel surcharges when mailing to the hotel, follow the directions in the purple box below.

Sample Label:

Crowne Plaza – Dulles Airport  
**YOUR NAME HERE** GUESTS / AMMTO Stakeholders  
(Deliver to AMMTO Stakeholders Meeting Space)  
2200 Centreville Road, Herndon, VA 20170, USA

### If packages are not shipped as advised, hotel fees will be levied.

\*Standard Package receiving fee is \$5.00 per package.

\*Non-Standard Package\* receiving fee is \$10.00 per package.

\*Non-Standard Packages are any package that exceeds:

- The weight limit: 10 pounds / 5 kilos
- Or dimensions: 14 x 16 x 12 inches / 36 cm x 40 cm x 30 cm