

## Poster Presentation Schedule

The DoW Applied Innovation Workshop will be held March 2 - 5, 2026 at the Washington Hilton, 1919 Connecticut Ave., NW, Washington, DC, 20009. There will be poster sessions on March 2-5, **each poster will be presented for 2 days only, not all 4 days.**

Please refer to the Poster Scheduled email you received from SEMS ([sems@serdp-estcp.org](mailto:sems@serdp-estcp.org)) for the days your poster(s) will be presented.

## Promoting Your Poster

- If you'd like to promote your poster ahead of the Workshop, you may download the graphic [here](#) for posting on social media.
- If you'd like to include your headshot in the graphic, you can also download a template at [this link](#) and follow the instructions below.
- Download the PowerPoint Presentation.
- Upload your headshot to the slide by going to Insert > Pictures.
- Drag your headshot over the gray box.
- Crop and adjust the size of your headshot to fit the gray box.
- To download the image file for posting, go to File > Export > "Change File Type"
- Select JPG or PNG and then "Save As" and save the file.

## Poster Requirements

- The poster space provided will be 8' W x 4' H. Posters should be printed to **91" W x 42" H** to properly fit on the poster board.
- There is **no standard template** for this event's posters. However, as a resource we suggest watching this fun [YouTube video](#) by Mike Morrison, Ph.D. for fresh ideas on how best to present your data in a digestible and eye-catching way. They even provide free poster templates [HERE](#).
- Posters for **SERDP/ESTCP** projects should include the project number and QR code for the project overview on the SERDP and ESTCP website (if posted). To download the QR code please navigate to the [website](#) then click on the magnifying glass in the upper right corner and search for the project number or PI name. In the results list click on the project title. Then right-click on the project overview page and select Create QR code for this page.
- Text and graphics on posters should be clear and legible from a reasonable distance.
- Content of posters must be appropriate for public distribution.
- Push pins will be provided. If your poster requires special pins or fasteners, please bring those with you.
- **Please bring business cards!** We will have a scavenger hunt where players will need to collect business cards from poster presenters.

## Poster Setup and Removal

Note that posters will be presented for the 2 days they are scheduled for. All poster sessions will take place in the Columbia Room and on the International Terrace. There will be a Poster Assistance Desk located in the Columbia Room near the main entrance doors.

Set up for posters presenting in **Session 1: Monday/Tuesday** begins at 12:00 PM Monday.

- **Posters must be hung by 4:00 PM Monday.**
- Posters should be available for viewing from 4:00 PM Monday – 7:00 PM Tuesday.
  - It is recommended to **staff your poster during the evening and lunch poster receptions.**
  - The evening poster receptions start at 5:00 PM, but please feel free to mingle with attendees and enjoy hors d'oeuvres before heading to your poster.
    - Monday evening reception - 5:00-7:00
    - Tuesday Lunch reception – 12:00-1:45
    - Tuesday evening reception - 5:00-7:00
- **All posters must be removed after the end of the Tuesday evening reception at 7:00 PM.**
  - You are responsible for removing your poster.
  - Any posters remaining after this time will be discarded.

Set up for posters presenting in **Session 2: Wednesday/Thursday** begins at 8:00 AM Wednesday.

- Posters must be hung by 11:00 AM Wednesday.
- Posters should be available for viewing from 12:00 PM Wednesday – 1:45 PM Thursday.
  - It is recommended to **staff your poster during the evening and lunch poster receptions.**
  - The evening poster reception starts at 5:00 PM, but please feel free to mingle with attendees and enjoy hors d'oeuvres before heading to your poster.
    - Wednesday lunch reception – 12:00-1:45
    - Wednesday evening reception - 5:00-7:00
    - Thursday Lunch reception – 12:00-1:45
- **All posters must be removed immediately after the end of lunch on Thursday at 1:45 PM.**
  - You are responsible for removing your poster.
  - **Any posters remaining after 2:00 PM will be discarded.**

## Printing

Nearby printing options within walking distance to the hotel are listed below:

- [The Printer](#) - 1803 Florida Ave NW, Washington, DC 20009
- [BaseCamp](#) - 1929 18th St NW, Washington, DC 20009
- [The UPS Store](#) - 2202 18th St NW, Washington, DC 20009

## Shipping

If you choose to ship your poster to the hotel, please see the hotel's instructions below. Please contact the hotel directly with questions regarding shipping.

### Washington Hilton - Shipping and Receiving

The Washington Hilton provides a full-service Package Room staffed to provide on-property package handling & delivery service for guests.

#### **Standard Hours of Operation**

Monday - Friday 7:00 a.m. - 6:30 p.m.

Saturday 8:30 a.m. - 4:30 p.m.

Sunday 9:00 a.m. - 5:00 p.m.

After Hours Operation: The package room telephone line is transferred to the Bellmen desk for assistance.

#### **Fees**

Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale:

0 to 10 lbs: \$5

11 to 32 lbs: \$20

Over 32 lbs: \$0.75 per lb

Handling fee includes first movement to its final location. Additional movements: \$5 per package.

#### **Package Storage and Pickup**

Storage in the Package Room is limited. We ask for your cooperation in shipping in a timely manner, no more than 3 days prior to the start of the event. All incoming packages are stored at a designated package room storage location until each is claimed by its recipient. ID will be required at the time of delivery. Packages can be requested via the front desk, via or a Blue Coat manager.

#### **Shipments must be addressed as follows:**

Name: John Doe

Address: 1919 Connecticut Ave NW

Address 2: (Meeting Room Name or Guest Room)

City: Washington

State: District of Columbia

Zip Code: 20009

Please note that boxes will not be accepted by the hotel without the actual recipient's name. For security reasons, all unidentified shipments or questionable packages will be refused. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

### **Outgoing Packages**

- Boxes must be properly closed and labeled (Pre-Paid or with Account number)
- Guests will be responsible for the packing of all return packages.
- Boxes without payment information or complete destination address will not be shipped out.
- Hotel service fees for outgoing shipments: \$10 per box or 32¢ per pound. This fee is not the freight charge. Actual freight charge is determined by the carrier of your choice, e.g., FedEx®, UPS®, DHL®, etc.
- No COD packages will be accepted.

The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted air bill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted air bill, the package room will use their air bill and can charge your room, VISA, Master Card, or American Express account.

### **Retention**

Packages will be stored for a period of (30) thirty days. Within the thirty-day period, the package room staff will note a record of at least three (3) attempts to contact the package recipient. After the thirty-day period, all unclaimed packages will be taken to lost and found for disposition.