

2024 Symposium Poster Guidance

Poster Presentation Schedule

The DoD Energy and Environment Innovation Symposium will be held December 3 - 6, 2024 at the Washington Hilton, 1919 Connecticut Ave., NW, Washington, DC, 20009. There will be daily poster sessions on Dec. 3-5, **each poster will be presented for 1 day only, not all 3 days.**

SERDP/ESTCP and public presenters: Please refer to the Poster Selected email you received from SEMS (sems@serdp-estcp.org) for the day your poster will be presented.

OE presenters: Please refer to the email sent by Lauren Grant to determine the day your poster will be presented.

Promoting Your Poster

If you'd like to promote your poster ahead of the Symposium, you may download the graphic here for posting on social media: <https://bit.ly/SymposiumPosterGraphic>.

If you'd like to include your headshot in the graphic, you can also download the Canva template at this link and follow the instructions below: <https://bit.ly/SymposiumPresenterTemplate>. If you do not have a Canva account, it is free to create one and edit this template.

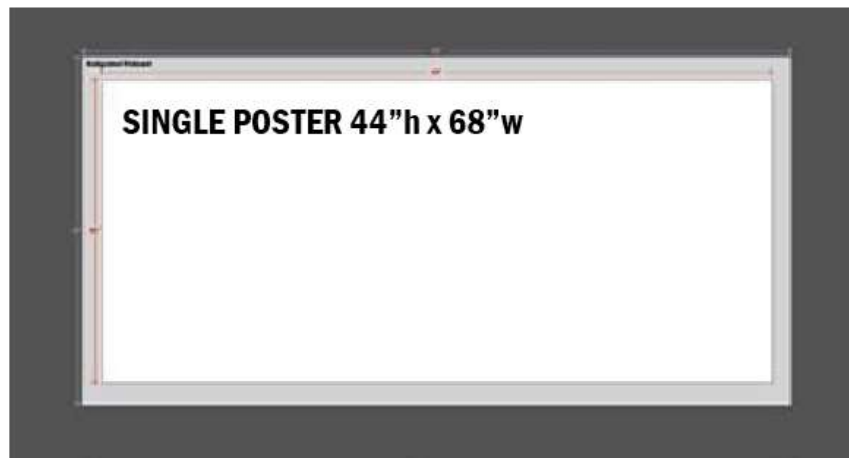
- Go to the link and select "Use Template for new design."
- Click "Uploads" on the vertical menu on the left, and then click "Upload file."
- Click on the image once it uploads.
- Delete the placeholder profile image and drag your headshot over the gray box.
- Crop and adjust the size of your headshot to fit the gray box.
- Adjust the size by selecting a corner and expanding/contracting the image.
- Crop the image by selecting any side of the image and dragging it inwards.
- Update your name and organization underneath your headshot.
- To download, click "Share" in the upper right corner and then "Download"

Poster Requirements

- 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 their 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.

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- Push pins will be provided. If your poster requires special pins or fasteners, please bring those with you.
- The poster space provided will be 4' x 6'. Posters should be printed to **44" x 68"** to properly fit on the poster board.



Poster Setup and Removal

Note that posters will present for just the 1 day they are scheduled for. All poster sessions will take place in the Columbia Room on the Terrace Level. There will be a Poster Assistance Desk located in the Columbia Room near the main entrance doors.

- Set up begins at 7:30 AM Tuesday, Wednesday, and Thursday.
 - Hang posters the morning *of the day they are scheduled* to be presented
 - **Posters must be hung by 12:00 PM**
 - Dessert will be served after lunch in the poster hall so attendees can browse the posters.
- Posters should be available for viewing from 12:30 PM – 7:00 PM.
 - It is recommended to **staff your poster from 5:15 PM – 6:45 PM during the poster networking reception.**
 - The poster reception starts at 5:00 PM, but please feel free to mingle with attendees and enjoy hors d'oeuvres for before heading to your poster.
 - Note that there are “Meetups” scheduled for 5:00 during the poster receptions. The meetup topics are not necessarily related to the topics that will be presented during the poster session. These meetups are simply to allow attendees with similar interests to connect prior to browsing the posters.
- **All posters must be removed after the end of the reception at 7:00 PM.**
 - You are responsible for removing your poster.

- Any posters remaining after this time will be discarded.

Printing

There is a [FedEx Office](#) located in the Hilton. Additional printing options within walking distance to the Hilton 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 - Tuesday 7:00 a.m. - 6:30 p.m.

Wednesday, Thursday, Friday 6:00 am – 6:30 pm

Saturday 8:30 a.m. - 5:00 p.m.

Sunday 9:00 a.m. - 5:30 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:

Boxes: \$20 per box or \$0.75 per pound (if over 32 lbs.).

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 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.

Standard Group Shipping must be addressed as follows*:

- Actual Recipient Name
- Group Name
- Guest Arrival Date
- Washington Hilton

- 1919 Connecticut Avenue, NW
- Washington, DC 20009
- Box 1 of X

* Please note that boxes will not be accepted by the hotel without the actual recipient 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

- Guests will be responsible for the packing of all return packages.
- Boxes must be properly closed and labeled (Pre-Paid or with Account number).
- 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 notate 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.