

**Instructions for “Examples from the Field” Poster Presenters**  
 CityMatCH Conference 2011 ~ September 17 - 20, 2011  
 San Francisco, California – Parc 55 Wyndham – Union Square

***Important Dates and Times:***

<b>Date</b>	<b>Time</b>	<b>Event</b>
Saturday, September 17	12:00 pm – 10:00 pm	Designated Poster Set-Up Time
Sunday, September 18	6:00 am – 7:00 am	Designated Poster Set-Up Time
Sunday, September 18	7:00 am – 9:00 pm	Poster Judging (posters will be judged by an expert panel prior to the awards luncheon and are eligible to win awards)
Monday, September 19	11:00 am – 12:30 pm	Awards Luncheon
Monday, September 19	5:30 pm – 7:00 pm	<i>New Connections Reception and Poster Presentations</i>
Monday, September 19	7:00 pm – 9:00 pm	Designated Poster Teardown Time

***Location and Display Area:***

Posters will be displayed in the Cyril Magnin Foyer of the Parc 55 Wyndham Hotel at Union Square (4<sup>th</sup> floor). Participants will be responsible for mounting their posters in their assigned location during the designated hours listed above. All posters must be picked up no later than 9 pm Monday, September 19th. Each presenter is responsible for shipping their posters after the conference is over. Posters not picked up will be disposed of by hotel staff.

Double-sided free standing display panels will be available. To mount your poster onto the board, use the push pins provided by CityMatCH or affix with Velcro. **No tape may be used.** The poster display board is 4’ (vertical) by 8’ (horizontal). The actual usable area is approximately 47 inches x 95 inches.

***Preparation of the Posters:***

**The poster content should represent the abstract submitted for this conference.** Some layout examples are provided below, but are not required:

