



Nutrient Symposium 2017

June 12-14, 2017

Hyatt Regency
Fort Lauderdale, Florida, USA

Poster Presenter Packet

** Please read carefully and promptly supply all information requested. **

WEF is pleased to provide this document which contains the guidelines for your participation in the Nutrient Symposium 2017. Please note that everything listed below must be provided electronically to WEF using our online submission system (you will be provided with log in information via a separate email from Nutrient2017@wef.org).

**For each step of the process, we send you a reminder email with instructions. **

Below is a quick reference checklist of all key deadlines. Read the following pages carefully for more information on each of the deadlines.

December 16, 2016: Due in Oasis

- Confirm participation of either accept or decline
- Upload Primary Speaker Biography
- Upload Primary Speaker Resume/CV

May 12, 2017: Due in Oasis

- Last opportunity to edit Final Manuscript/ Extended Abstract Title for the onsite program
- Last opportunity to edit Authors for the onsite program
- Upload Final Manuscript/ Extended Abstract
- Upload Copyright Agreement (from all authors)

Nutrient Symposium 2017

POSTER PRESENTATION INSTRUCTIONS/ GUIDELINES

Notice of Withdrawal

Due: Immediately Upon Determination

At any time during the planning of this symposium, if you are unable to participate, please notify WEF immediately by sending an email to Nutrient2017@wef.org. In your email message, please be sure to identify your session number and paper title as well as your reason for withdrawal.

Symposium Registration

All presenters, Technical Briefs, poster presenters, and Facilitators must register and pay the appropriate registration fees. WEF offers all those on the technical program the advance member rate when they register. In the coming months you will receive information on registering for the symposium and hotel booking information. *WEF encourages you to register for the symposium and reserve a hotel room as soon as you receive this correspondence.*

Items Due December 19, 2016

Confirmation of Participation

You will need to either decline or accept the invitation to present by December 16th. If you do not click on either option by this date, we will assume you do not want to participate and your presentation will be removed from the technical program.

Updating List of Authors/ Confirmation of Presenter

It is critical that the author list be current. Make certain that all authors are included in this space. Most importantly, if you are not going to be the one presenting, please click the change presenter button and update this information.

Please note that the presentation titles and author list will be reflected in pre-event marketing and the onsite program based on the information provided in the online system. You will have until April 24th to change it for the onsite program. After this date, changes will only appear in the mobile app.

Presenter Biography

Please upload the primary speaker's biography (100 words or less) of yourself or whomever will be serving as poster presenter onsite. This information will be used in advance publicity for the conference.

Uploading of Presenter Resume or CV

WEF values the ability to attain continuing education approvals for Nutrient Symposium technical sessions. We work very hard to apply for these approvals with a vast number of state agencies representing a growing number of professional license categories. WEF does this as a service to our attendees.

A growing number of approval boards have tightened their approval requirements by requiring WEF to provide Resumes/CV for speakers. We ask for your assistance with this task by simply uploading a copy of your existing Resume/CV file in PDF or MS word format. These files are for official, internal use only and will not be made available to the public or used for any other purpose.

Items Due May 12, 2017

Final Manuscript/ Extended Abstract

All poster presenters are required to prepare a **full manuscript** or an **extended abstract** (3-5 pages) for the Nutrient Symposium proceedings no later than **May 12, 2017**.

For more information on guidelines for preparing your manuscript and to view a sample manuscript visit WEF's [conference's webpage](#).

Copyright Transfer Form

In order for WEF to include your manuscript or extended abstract in the conference proceedings and for you present your work, **you MUST complete and return the Copyright Transfer Form- one for each author listed on the paper.**

Please be aware that all Copyright Transfer Forms must include signature(s) and must have all information included to be valid. An electronic signature is suitable, but simply a typed name is not acceptable. Submit this form with your final manuscript through the Oasis system. We suggest uploading these forms when you are ready to submit your final manuscript.

**If WEF does not receive a signed Copyright Transfer Form (all pages) with the title of the manuscript or extended abstract and all authors listed, your work will not be published in the proceedings and the presentation will be removed from the program. **

Conference Proceedings

Conference proceeding will be made available for the is conference. To ensure that all participants receive the proceedings at the conference, it is **critical** that you follow these instructions and submit your final manuscript to WEF **no later than May 12, 2017**. Late or incorrectly formatted manuscripts or extended abstract will not be accepted and will be removed from the program.

Don't forget to visit www.WEF.org/Magazine and click on "Author Information" to see how to submit articles and showcase your work in other WEF publications.

POSTER PREPARATION

Technical Details

1. **Poster Size:** The entire poster presentation must fit on a 46 inches high by 94 inches wide (117 cm by 239 cm) mounting board often referred to as an easel. The mounting boards will be provided onsite.
2. **Mounting:** The mounting boards will have a neutral background. You should adhere your poster units to the board with Velcro or push pins. We will have a supply of push pins on hand if you cannot bring your own.
3. **When in Doubt:** Remember that your audience must be able to read your material from a distance of 6 feet (2 meters).
4. **More Assistance:** If you need more help with the layout of your poster, please contact WEF by emailing Nutrient2017@wef.org
 - *Important: WEF Will confirm onsite location details and specific board assignments to all presenters just ahead of the conference in June. **

Frequently Asked Questions

Q. When can I display my poster at the conference?

A. Presenters can set their posters up on the designated day of their affiliated session. Refer to the technical program for session details and scheduling. WEF will confirm onsite location details and specific board assignments to all presenters just ahead of the conference in May 2017.

Generally speaking, below is the schedule for poster presenters to display their work at the conference: Hours are 8:30 AM – 5:15 PM on each day (Tuesday & Wednesday).

Q. When do I have to take down my poster?

A. You are responsible to setup your poster in the morning and tear down your poster at the end of the assigned day. All posters left behind will be removed and recycled.

Q. How do I transport my poster to the conference?

A. You can bring your poster with you on the airplane, and we recommend that you do not check this as part of your luggage in case of loss. You can research to see if there is a business center near the hotel for more convenient (though expensive) printing onsite. Lastly you can have it mailed to the conference hotel at your own attention. Please contact the hotel for information pertaining to shipping.

Q. Can I still present my poster if I don't complete the extended abstract?

A. Unfortunately, no. All program presenters are required to submit to the conference proceedings and poster presenters are not an exception. However, poster presenters are granted the opportunity to submit an extended abstract (a shorter document still following all manuscript guidelines, but only 3-5 pages in length).