

POSTER PAPER PRESENTATION AT AI/ANEA TRAINING SESSION
Anchorage, Alaska
August 14 - 18, 2006

The APIO and the AI/ANEA employee associations would like to invite everyone to tell their story by participating in the Poster session at our annual conference. We are interested in seeing and reading about what is going on all around the country. Here is your chance to tell others about what your office, area or state is doing. Whether its an outdoor classroom, a water development, watershed planning effort, outreach or information about the area and people you work with, someone can learn something from your effort and success. Share your stories.

SUBJECTS

Any subject depicting NRCS or a partnering organization dealing with natural resources or outreach efforts.

Guidelines regarding set-up and presentation of posters

Type of Displays

1. Display boards that set-up on tables (Downing Display Boards).
2. Wall Displays
 - A. Agency stand-alone displays
 - B. Posters taped to walls.
 - C. Posters velcroed and/or pinned to cloth divider walls.
3. Stand Alone displays.

POSTERS

1. Size

- A. If a PowerPoint software program is used to make the poster it is recommended a width of no greater than 56" be used and a height of no more than 34". This recommended size is due to 2 factors:
 1. Most of the PowerPoint software programs available at the local level can only go 56" in length (width).
 2. The majority of the printers which can print posters have a height limitation of 34".
 - B. If a Display Board is used it must be able to sit on top of a 6 foot long table.
 - C. If a stand-alone display is used which has its own skeleton it can be any size.
2. For posters made by USDA employees, the USDA equal rights statement will be printed on each display with font size no smaller than 8.
 3. There will be an allocated time where all presenters must be with their posters during a break period to answer questions.

Recommendations for NRCS Employees:

1. Contact your state Public Affairs specialists. They can assist you in a number of ways.
2. Request permission to attend the training session in Minnesota next June as soon as possible. The display and future use of your poster is a professional presentation to your peers at a professional conference and an acceptable reason for requesting government time and expense.
3. Make your poster with a wide area of interest where it can be displayed by other NRCS employees at other meetings, i.e. Conservation District annual meetings, State Conservation District Conventions, agency training sessions, heritage month displays, etc.
4. PowerPoint can be used to create posters which look very professional, and can be rolled into a tube container for transport and storage (See attachment labeled "Using PowerPoint").
5. If you feel that you do not have enough stuff to put together a poster then collaborate with someone else (your coworkers, the neighboring field offices, tribal staff etc.).