



# BEHAVIOR, ENERGY & CLIMATE CHANGE CONFERENCE

*A conference focused on understanding the behavior and decision-making of individuals and organizations and on using that knowledge to accelerate our transition to an energy-efficient and low-carbon future*

convened by



Hello and welcome to the start of production time for you for the BECC conference.

This email steps you through what you need to do, to prepare your final poster and what to expect at the event.

- ➔ At the event, you will be sharing a standard table top that is 6 feet long, 3 feet wide. We place the posters back to back on the table .
- ➔ The background color of the tri-fold is white.
- ➔ We will have power strips for people who need them, but remember your space allocation. We do not have easels.
- ➔ Many authors bring their poster ready made to fit on our tri-folds in a tube—this is easy to transport. However, you can send them directly to the hotel under the name of the author who subsequently needs to retrieve it from security.
- ➔ After the reception you are responsible for saving your poster. Any posters left in the room will either be recycled or may be posted around the conference area and later recycled. But we will not be saving any of the work.
- ➔ You should be sure to have a pdf version of your poster; you may be able to post it on our conference APP....more on this later.



**Production of the poster itself at the hotel: There will be poster production room.**

**Bring your poster to the conference ready room for mounting on the tri-fold poster board.**

Your poster should fit onto a 121 cm (4 feet wide) by 92 cm (3 feet high) poster board. Poster boards are available at the conference for a \$10 fee. (We recycle them to local schools)

The poster board offers three sections for you to work with (see picture below):

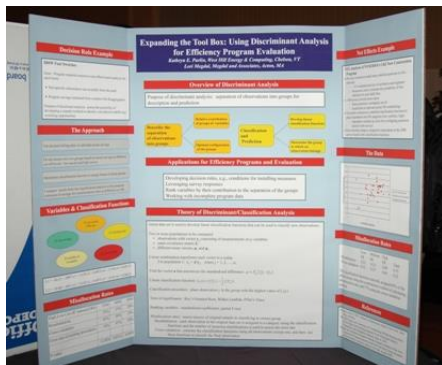
- ➔ The first section is 1' wide, 4' high (12 inches wide, by 48 inches high)
- ➔ The second section is 2' wide, 4' high (24 inches by 48 inches)
- ➔ The third section is 1' wide, 4' high

**Production Room:** We will offer a poster production room: It will be posted at the registration desk and you can store materials there and your poster once it is ready to go on Sunday and Monday. It will be found on the Constitution Ballroom Floor, names Latrobe (in the “Bridges” area).

You can buy your poster board at the registration desk then, take it to the production room. **Your poster must be ready to post by Monday, 5:00 pm.**

In the room you will find:

- ➡ Spray adhesive
- ➡ Glue sticks
- ➡ Scotch tape
- ➡ 100's of clips for clipping poster to the board
- ➡ Scissors
- ➡ A T-Square



- ➡ Rulers
- ➡ Marker pens
- ➡ White out
- ➡ Double-stick tape
- ➡ Push pins
- ➡ Paper clips
- ➡ Colored paper