**POSTERS**
All MSP projects, including RETA projects, are requested to present a poster at the LNC this year. Each project should prepare one poster. The posters will be **up for viewing from Monday, January 25th at 8:30am to Tuesday, January 26th at 12 noon.**

**Important Rules and Poster Guidelines**

1. Posters must be no larger than 3.5' Tall (height) x 7.5' Wide (length). The maximum space for your poster, brochures and any other items of interest is 4' Tall x 8' Wide.

2. You may wish to bring printouts of your poster on "standard size" paper. You are welcome to interpret "standard size" as any size that fits in your printer. However, keep in mind that participants who pick up the handouts may wish to put them in their MSP LNC Conference notebook, which would more easily accommodate 8.5" x 11" paper.

3. Posters may be affixed to the poster boards with either Velcro or pins. The appropriate materials to ensure the poster is properly secured will be provided.

4. The Poster Hall will be in a non-secured space, and therefore no posters or displays requiring electronic connections or displaying computer equipment or expensive / irreplaceable materials can be admitted to the session. Feel free to bring a spare poster as a back-up.

5. Posters may be set-up on Sunday, January 24th from 3:00pm – 6:00pm or Monday, January 25th from 7:00am - 8:30am. The person responsible for the poster must take down the display by 12 noon on Tuesday, January 26, 2010. The PI for each MSP will receive information about their space assignments when they register at the conference.

6. You may ship your poster to the hotel. If you choose to ship your poster, presenters will be responsible to do so to and from The Renaissance Washington Hotel. Materials sent to the hotel should arrive no earlier than January 22, 2010. All poster session materials should be addressed to:

   **The Renaissance Washington Hotel**
   **HOLD FOR GUEST: [Your Name]**
   999 Ninth Street, N.W.
   Washington, DC  20001
   **NSF MSP LNC 2010**

   All boxes should be prominently marked with "Poster Session/NSF MSP Meeting" with the name of your organization and the name of the person responsible for setting up/taking down the display.

   **The participant is responsible for ensuring that their poster arrives in time for the poster session and undamaged.** The National Science Foundation, EDJ Associates, Inc. and The Renaissance Washington Hotel cannot be held accountable for the poster’s (non-) arrival or condition at any point before, during or after the NSF MSP LNC Meeting.

7. You will be allowed to ship boxes to and from the hotel, as long as you have a shipping account number or credit card. You may drop off your package to the Concierge's Desk once you have filled out the appropriate shipping labels. All shipping sent through the Business Center will be charged a handling fee. **For more details, please contact the Shipping and Receiving department or the Concierge at the hotel.**