

**Poster Chair Instructions**  
**Southern Region of the American Society for Horticultural Science**

1. The poster chair will receive titles for posters by October 15 and can add the few that come in after that date if desired and on an individual case basis. The poster chair can communicate with the Secretary-Treasurer if questions arise.
2. After all the titles have been submitted, it is prudent to inform presenters of the correct format for posters and abstract submission. See the Poster Judging Criteria on the Southern Region section of the ASHS web site for the proper poster format ([ashs.org/regional/history.html](http://ashs.org/regional/history.html)).
3. Poster presenters should be notified via email that it is important for them to be present at the poster during the specified time - and that students in the poster competition must be at their posters or they will not be included in the competition.
4. Poster presentations that are intended for the undergraduate and graduate poster competition should be recorded as such and that list provided to the poster competition judges.
5. Titles should be submitted in correct format. See example below:

**Improvement, Propagation and Use of Taxodium in Southeastern China.**

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6. After all the titles are in, they should be submitted in a single word document as an attachment to the Secretary-Treasurer of the SR-ASHS by November 1.
7. At the conference, the poster chair should put the titles on the poster boards to allow presenters easy locating of their spot in the poster room. The simplest strategy is to print the document in large font size and pin the titles to each designated spot.
8. Poster Chair should bring extra-double sided sticky tape for those who have forgotten pins, thumbtacks, or double-sided sticky tape. While thumbtacks will work, most new heavy vinyl-quality posters do not flatten out easily and often pull away.
9. Once all the posters are in place, the poster Chair should make notes on what papers are not present. Non-presented posters are not eligible to have abstracts published - even if they are sent in by the due date in February.
10. The poster Chair is responsible for setting up a Judging Committee of three judges to judge the undergraduate and graduate poster competition. The judges should interview the students at the posters during the times that poster authors are assigned to be at the posters. If the students are not at the posters, that poster should be

removed from the competition. The Poster Judging Criteria can be found at the on the Southern Region section of the ASHS web site: [ashs.org/regional/history.html](http://ashs.org/regional/history.html)

11. The poster Chair should send each person submitting a title a sample abstract in the **correct format. This should reduce the poster chair's time at editing. Abstract length is limited to about 2000 characters (including spaces). If the abstract is longer**, the student must be instructed to reduce the number of characters before you can continue the submission process. Note that special characters and scientific symbols may cause translation problems—review your submissions carefully.
12. It is the responsibility of the poster chair to accumulate all the abstracts into one word document and send the file as an attached document to headquarters. See Abstract Preparation Guidelines on the Southern Region section of the ASHS web site: [ashs.org/regional/history.html](http://ashs.org/regional/history.html)