

**CSABE/ASABE Annual International Meeting
Toronto, July 13-16, 2025
GUIDELINES FOR POSTER SESSION MODERATORS**

Speaker Contact

- Please make an initial contact with the speakers in your session ASAP, preferably before Friday, June 27, 2025, and inform them about the day and time of the session. This information has previously been shared by Jessica:
 - Poster should be brought to the exhibit hall already printed. If you need to print a poster onsite, there is a printing facility at the hotel. However, you should confirm printing time and cost prior. <http://print3toronto.ca/>.
 - Maximum poster size is 44" x 44". Poster size can be any size as long as it does not exceed these dimensions. Include the abstract submission ID for easy identification, along with any names and organizations associated with your poster.
 - Arrive at the poster session location at least 15-20 minutes before the start of the session to hang your poster at the location designated for you. Tacks will be provided.
 - If you are not attending your poster during the allocated session time, you may be marked as a NO-SHOW. Poster sessions give the opportunity to discuss your work with many people individually or in small groups and are a valuable use of your time at AIM.
 - Your poster should be hung at the location identified by your poster number. Posters hung in the wrong location may be marked as a NO-SHOW.
 - At the end of the session, remove your poster and take it with you. Posters left hanging after the session will be removed and destroyed.
- Emphasize the deadline for conference hotel reservation at the discounted rate (until sold out or before June 25, 2025).
- Inform them about the meeting attire, which is business casual.

Running the Session

- There will be volunteers assigned by the Volunteer Coordinator to assist you. Please look for them, they will have a binder with all of the poster information listed for you to help answer questions and identify any NO-SHOWS needed to fill out the moderator session evaluation.
- In case of student presentations, identify judges to evaluate their presentations before the session starts, and make sure to collect their evaluations before they leave the session room.
More details will be provided by Dr. Joe Dvorak, who is coordinating the student competition.
- Complete the session evaluation online, listing estimated number of attendees, along with list of no shows (if any) and other comments you may have within 24 hours of the session. <https://na.eventscloud.com/esurvey/25moderators>

If you have questions, please contact your community program chair or ASABE: Jessica Bell 269-932-7029, bell@asabe.org