

## **Poster Arrangements**

Updated March 2018  
(see below for student arrangements)

After the Program Chair has received and accepted abstracts from interested poster presenters, he/she will then inform the presenters of his/her decision, and will send you a list of these people with their names, contact information, poster title, and affiliation. After receiving the list, email the presenters to provide them with poster guidelines (36 x 36 inches) and recommendations (an example is provided at the end of this document). Inform them that poster presenters are encouraged to submit a manuscript for publication in the Proceedings. Also, ensure that appropriate poster guidelines are included in all advertisements.

Attend a tour of the conference venue in the months before the conference with the Program and Arrangement's Chairs to decide where the posters should be set up. Ideally, they should be interspersed with the vendors in an area where food and drinks will be served during breaks and/or socials.

One month before the conference, check with Dennis Orthmeyer to ensure that we have enough easels and poster boards so that each poster presenter has one of each to display their work. Dennis is currently storing these in his office, and he will transport them to the conference. Bring at least 5 extras of each. If you need to purchase more, use this link to purchase the Pismo Lightweight Aluminum Field Easel. <http://www.usartsupply.com/USAE-501-2PK>.

One month and one week prior to the conference, remind poster presenters of the size restrictions, and inform them when and where to set up their posters at the conference venue. Also inform them of the date, time, and location of the official poster session, and let them know when they can take down their posters. Finally, be sure to send them the author guidelines to encourage them to submit manuscripts.

Before poster presenters arrive at the venue, set up easels and poster boards in the locations where they should be so presenters only need to secure their posters to them. Bring the following with you:

- Velcro
- Duct tape
- Sharpies
- Small and medium binder clips (50 of each)

Be sure to be present during the poster session to assist poster presenters with anything they need. After presenters remove their posters, break down the easels and poster boards, and return them to Dennis for storage.

Email the poster presenters after the conference to thank them for their participation and to remind them that they are encouraged to submit a manuscript for publication in the Proceedings.

## Student Arrangements

Updated March 2018

Early advertisement is key to soliciting student participants. Contact recruitment sources 2 months prior to the abstract submission deadline. This should provide sufficient time to prepare abstracts while not providing too lengthy a period of time so that students forget about the conference. Contact recruitment sources again 1 month and 1 week prior to the abstract submission deadline.

Work with the Program and Publicity Chairs to develop a pdf advertisement that highlights the conference's general information. Important information to include are:

- Abstract submission deadline
- Link to abstract submission guidelines on VPC website
- Oral and poster submissions are encouraged
- Availability of student travel award
- Registration fee
- Manuscripts are expected and will be published in the Proceedings

Following are some recommended sources for recruitment:

- The Wildlife Society student chapters: Shannon Pederson ([shannon@wildlife.org](mailto:shannon@wildlife.org)) distributes the advertisement to all student chapters, but check in with a few to make sure
- The Berryman Institute website: Nicki Frey ([nicki.frey@usu.edu](mailto:nicki.frey@usu.edu)).
- The Vertebrate Pest Conference website: Desley Whisson ([desley.whisson@deakin.edu.au](mailto:desley.whisson@deakin.edu.au))
- The Wildlife Society's Wildlife Damage Working Group
- Journal of Human-Wildlife Interactions: \$300 per page
- Relevant departments of California Universities

The following additional recruitment contacts were made for the 2018 VPC:

College or University	Contact in Wildlife or Ag Dept	Phone	Email
Texas A & M	Faegen Lee	979.845.5749	<a href="mailto:fdlee@tamu.edu">fdlee@tamu.edu</a>
Humboldt University	Catherine	707.826.3953	<a href="mailto:moon@humboldt.edu">moon@humboldt.edu</a>
Auburn University	Lisa	334.844.1007	<a href="mailto:flemilp@auburn.edu">flemilp@auburn.edu</a>
Cameron University	Dr. Conley	580.581.8002	<a href="mailto:tconley@cameron.edu">tconley@cameron.edu</a>
University of Arizona	Elaine	520.621.7621	<a href="mailto:emattes@email.arizona.edu">emattes@email.arizona.edu</a>
University of Oklahoma	Jamie	405.325.8736	<a href="mailto:jamie@ou.edu">jamie@ou.edu</a>
San Diego State University	Rebecca Lewison	619.594.8287	<a href="mailto:rlewis@mail.sdsu.edu">rlewis@mail.sdsu.edu</a>
Xavier University	Marian Minnard	504.520.7364	<a href="mailto:mminnard@xula.edu">mminnard@xula.edu</a>
Langston University	Bianca Bryant	405.466.2038	<a href="mailto:careerservices@langston.edu">careerservices@langston.edu</a>
University of New Mexico	Autumn	505.277.3411	<a href="mailto:biomain@unm.edu">biomain@unm.edu</a>
University of Idaho	Christie	208.885.6111	<a href="mailto:biosci@uidaho.edu">biosci@uidaho.edu</a>
University of Texas	Rob Poynor	512.471.4920	<a href="mailto:rpoynor@austin.utexas.edu">rpoynor@austin.utexas.edu</a>
Midwestern State Univ	Kathy	940.397.4163	<a href="mailto:kathy.everett@mwsu.edu">kathy.everett@mwsu.edu</a>
Bacone College	Jilbee Abraham	918.683.4581	
OCCC	Dr. Simmons	405.682.7598	<a href="mailto:msimmons@occc.edu">msimmons@occc.edu</a>
University of Nevada, Reno		775.784.1660	775.784.6237
Oklahoma State Univ	Brian Carter	405.744.5395	<a href="mailto:brian.i.carter@okstate.edu">brian.i.carter@okstate.edu</a>
University of Oregon	Alex Mavy	541.346.5257	<a href="mailto:ecopeels@uoregon.edu">ecopeels@uoregon.edu</a>
University of Washington	Michelle Trudeau	206.616.1533	<a href="mailto:michtru@uw.edu">michtru@uw.edu</a>
Grambling University	Angela McMurray	318.274.2446	<a href="mailto:amcmurray@garm.edu">amcmurray@garm.edu</a>
University of Kansas	Angela Gere	785.864.4301	<a href="mailto:agere@ku.edu">agere@ku.edu</a>
Univ of Central Oklahoma	Jessica	405.974.5017	<a href="mailto:biology@uco.edu">biology@uco.edu</a>
University of North Dakota	Anna	701.777.2621	<a href="mailto:anna.strandell@und.edu">anna.strandell@und.edu</a>
University of Montana	Susan Elliott	406.243.6273	<a href="mailto:susan.elliott@mso.umt.edu">susan.elliott@mso.umt.edu</a>
University of Montana	Zachary Raasch	406.243.5122	<a href="mailto:zachary.raasch@umontana.edu">zachary.raasch@umontana.edu</a>
University of Tulsa	Barbara Bernard	918.631.2000	<a href="mailto:barbara-barnard@utulsa.edu">barbara-barnard@utulsa.edu</a>
Tulane University	Nancye Dawers	504.862.3200	<a href="mailto:ndawers@tulane.edu">ndawers@tulane.edu</a>
University of Alaska	Pauline	907.474.7671	<a href="mailto:pthomas10@alaska.edu">pthomas10@alaska.edu</a>
University of San Diego	Soroya	619.260.4795	<a href="mailto:soroya@sandiego.edu">soroya@sandiego.edu</a>
Azusa-Pacific University	Michelle Pilch	626.815.6460	<a href="mailto:mpilch@apu.edu">mpilch@apu.edu</a>
Northern Arizona University	Sarah Colby	928.523.9333	<a href="mailto:sarah.colby@nau.edu">sarah.colby@nau.edu</a>

After the Program Chair has received and accepted abstracts from interested students, he/she will then inform the students of his/her decision, and will send you a list of these students with their names, contact information, type of presentation (oral or poster), name of presentation, and affiliation. After receiving the list, email the students to ask if they are interested in receiving a \$500 travel award (an example is provided at the end of this document). If they are, instruct them to email you a scanned photo of their student ID for verification of their student status.

Typically, we do not provide the travel awards until students submit their manuscripts. However, if a student requests the travel award ahead of time to help defray travel expenses, they need to show proof of travel arrangements. In these situations, confer with the Program Chair to decide on the appropriate action to take.

Prior to the conference, continue to keep students informed of updates and reminders, and assist the Program Chair on related issues as needed. One month and one week prior to the conference, remind students of the poster size restrictions and length of oral presentations, and that we are looking forward to seeing them. Also, be sure to send them the author guidelines for preparing their manuscripts. One week before the conference, after you know the details of the program schedule, choose a time and

place to take a student photo, and email them the information. Send email reminders the day before and the day of the student photo. Take a few photos and send them to the Program Chair.

Email the students after the conference to thank them for their participation and to remind them that they must submit a manuscript for publication in the Proceedings in order to receive their travel award.

---

**Example emails to students after abstracts are accepted:**

**ORAL**

Congratulations on the acceptance of your abstract for an oral presentation at the upcoming 2018 Vertebrate Pest Conference. Given your status as a student, we have agreed to provide you with a \$500 travel award to help defray the cost of attending the conference. The award will be presented to you at the conference. If you need the \$500 award in advance of the meeting in order to secure sufficient funds for your travel, please contact me and we will work to get you these funds before the conference.

In order to receive this award, we require verification of your student status and a written manuscript of your presentation, which will be editorially reviewed and included in the conference proceedings. Additionally, as a student, you are eligible to register for the conference at a discounted rate.

Please reply to this email to confirm that you will accept the award, and attach a copy of your student identification card. If you are not a student, please let me know. Note that failure to provide a manuscript by the due date will delay dispersal of your travel funds.

Once again, congratulations on the acceptance of your abstract for the upcoming Vertebrate Pest Conference in Rohnert Park, California. We look forward to seeing you!

**POSTER**

Congratulations on the acceptance of your abstract for a poster presentation at the upcoming 2018 Vertebrate Pest Conference. Given your status as a student, we have agreed to provide you with a \$500 travel award to help defray the cost of attending the conference. The award will be presented to you at the conference. If you need the \$500 award in advance of the meeting in order to secure sufficient funds for your travel, please contact me and we will work to get you these funds before the conference.

In order to receive this award, we require verification of your student status and a written manuscript of your presentation, which will be editorially reviewed and included in the conference proceedings. Additionally, as a student, you are eligible to register for the conference at a discounted

rate.

Please reply to this email to confirm that you will accept the award, and attach a copy of your student identification card. If you are not a student, please let me know. Note that failure to provide a manuscript by the due date will delay dispersal of your travel funds.

While preparing your poster, please be sure that it is no larger than 36 x 36 inches. Use large clear fonts big enough to see at a distance of 2 feet away. Use color and graphics to highlight your work. Remember to include the title, authors, affiliations, and all the sections from your manuscript (Introduction, Methods, Results, Conclusions, References), as well as your school's and your funding source's logos if you can. Spell and grammar check everything before printing. And look into printing options - you can print on cloth for easy transport from Make Signs, Poster Smith, and others.

Once again, congratulations on the acceptance of your abstract for the upcoming Vertebrate Pest Conference in Rohnert Park, California. We look forward to seeing you!