

June 4-7, 2020

University of British Columbia

**Instructions for Preparing a Poster Summary for the Conference *Proceedings***

Congratulations on the acceptance of your **poster** proposal for the upcoming AEGT2020 conference in Vancouver! The following instructions are for the poster summary’s inclusion in the *Proceedings*: You may include an image of the poster itself in the summary and/or text that summarizes the key elements of your poster.

**Preparing Your Submission for the Proceedings**

* Attached is the template you must use to submit your final postersummary to the Proceedings. I recommend you begin preparing your submission directly in this template, but you may also apply the template later.
* Please rename the attachment with the lead author’s first and last names, otherwise I will receive many, many files with the same name…
* Most text in your summary will be in 11-point Tahoma font and left justified. This makes the *Proceedings* readable for those who might be visually impaired while managing the total page count.

Please **do not**:

1. Add any page numbers anywhere in the document.
2. Use document headers or footers (we will format those later).
3. Use footnotes or endnotes (these will be scrubbed out and the file returned to you; use APA referencing instead).
4. Exceed the maximum one-page summary.
5. Change any document attributes as a work-around on the one-page limit

**Submission Instructions and Deadline**

**You must submit your final, correctly formatted poster summary by 1159pm on Tuesday 31 March 2020 Pacific Standard (Vancouver) Time. Submissions after this date will not be included in the *Proceedings* or in the conference program.**

Please use [jega776@aucklanduni.ac.nz](mailto:jega776@aucklanduni.ac.nz) to submit your paper (some of you might have another email address for me in your address book).

We are looking forward to seeing you in June!

JE

John Egan

AEGT2020 *Proceedings* Editor

University of Auckland