

POSTER AND ABSTRACT GUIDELINES

- { **The deadline to submit Poster Abstracts is Friday, May 15, 2009.**
- { **A few abstracts will be selected for platform/oral presentations.**
- { **You must be registered to attend the Symposium to submit an abstract.**

Poster sessions are tentatively planned for 3:30-5:30 pm Friday, June 12, and 11:30-2:00 pm Saturday, June 13. As details are finalized, a complete schedule will be posted to the Symposium website, www.k-state.edu/agc/symp2009.

Poster Requirements:

- Posters should be related to studies of Arthropods using genomic approaches.
- All posters are limited to 48" wide by 36" tall.
- All posters are required to have an abstract to be included in the meeting program.

Poster Set-up and Tear-down:

- Set-up of posters is tentatively planned for Friday morning, June 12.
- Removal of posters will be at 3:45 pm on Saturday, June 13.
- Absolutely no pins or tacks are to be used to mount posters to the walls of the exhibition room. Approved tape will be provided for attaching posters to walls.

Poster Abstracts:

- All abstracts must be submitted electronically.
- Please indicate in the body of the e-mail submission whether you want your poster abstract to be considered for a platform/oral presentation.
- You should receive confirmation of your submission within 72 hours.
- If you experience difficulty sending your abstract electronically, please notify dmerrill@ksu.edu, 785-532-3482.
- Abstracts will not be accepted via fax or US Postal mail.

Please follow these format directions:

√ Font and Margins: **Use Arial 10 point font and 1" side margins**

√ Abstract Title:

- Use a mix of upper and lower case letters
- BOLD entire title

√ Authors:

- Indicate the presenter with an asterisk if there is more than one author.
- List authors with last name first, comma, and first name or initial.
- Separate authors with a semicolon.
- Example with William A. Spencer as the presenter:
Doe, John F.; *Spencer, William A.; Baker, Harry M.

√ Addresses:

- Separate addresses with a semicolon.
- Follow one of the examples below (the authors' initials are in parentheses)
 - 1) Different universities, different departments:
 - (JFD) Kansas State University, Division of Biology, Manhattan, KS 66506; (WAS) University of Kansas, Department of Molecular Biosciences, Lawrence, KS 66045; (HMB) Wichita State University, Biology, Wichita, KS 67260
 - 2) Same university, 2 in one department, 1 in another department:
 - (JFD, WAS) Kansas State University, Division of Biology, Manhattan, KS 66506; (HMB) Kansas State University, Plant Pathology, Manhattan, KS 66506
 - 3) All from same department at same university:
 - Kansas State University, Division of Biology, Manhattan, KS 66506

√ Abstract Body:

- The language of the meeting is English.
- The abstract is to be submitted using **10 point, Arial font** and limited in length to less than one page.
- Format paragraphs in Block Style; DO NOT INDENT OR USE SPACES.
- Do not include figures, tables, or references.
- Preview before submission:
 - Please look carefully at your submission and make sure your information is correct and complete.
 - You are responsible for spelling and grammar.
 - We are not responsible for typographical errors or errors that occur during transmission.

Submit Poster Abstract:

- When you are certain that all information is correct, attach your abstract to an e-mail and send to: Posters@K-State.edu.
- In the body of the e-mail, please provide your contact information:
 - Name
 - University
 - Daytime telephone number
 - Preferred E-mail address.
- Within 72 hours, you should receive an e-mail confirming that your abstract was received. If you do not receive an e-mail confirmation after submitting your abstract, please send a separate e-mail to dmerrill@ksu.edu.