POSTER AND ABSTRACT GUIDELINES

If you DO wish to be considered for a TRAVEL GRANT (further instructions at www.ksu.edu/agc)

Abstract Submission Deadline: Monday, March 9, 2015

If you DO NOT wish to be considered for a travel grant

Poster Abstract Submission Deadline: Wednesday, May 20, 2015

➢ Five abstracts will be selected for Travel grants
➢ You must be registered to attend the workshop to submit an abstract.
   ➢ The poster session are tentatively planned for 1:00 to 2:00 pm on Wednesday, June 17. As details are finalized, a complete schedule will be posted to the AGC Symposium website, http://www.k-state.edu/agc/symposium_level/workshop/index.html and at http://igtrcn.org/symposia/.

Poster Requirements:
• Posters should be related to studies of Arthropods using modern genetic 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 planned for Wednesday morning between 7:00-8:00 AM, June 17
• Removal of posters will be at 5:00 pm on Wednesday, June 17.
• Absolutely no pins or tacks are to be used to mount posters to the walls of the exhibition room. Approved tape/pins will be provided for attaching posters to walls.

Poster Abstracts:
• All abstracts must be submitted electronically as WORD documents attached to an e-mail addressed to: kmichel@ksu.edu.

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, Biology, Manhattan, KS 66506; (WAS) University of Kansas, 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, Biology, Manhattan, KS 66506; (HMB) Kansas State University, Plant Pathology, Manhattan, KS 66506
  3) All from same department at same university:
     ▪ Kansas State University, Biology, Manhattan, KS 66506
√ Abstract Body:
• The language of the meeting is English.

***INSTRUCTIONS CONTINUE ON NEXT PAGE***
Abstract Body (CONTINUED):

- 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.
- Include funding sources for the project.
- 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 as a WORD document to an e-mail and send to: kmichel@ksu.edu.
- In the body of the e-mail, please provide the following information:
  1) Name
  2) Your title/position (e.g., PhD Student, Post Doc, Faculty, Undergraduate Student, Other)
  3) University or organization
  4) Daytime telephone number
  5) 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 kmichel@ksu.edu.