

Dear Hartford Faculty Scholars Cohort X:

I am writing with the instructions for our Poster Session at the upcoming Institute, which will take place on the evening of Saturday, October 9th in Washington, DC. We are looking forward to the session and dinner, as it is a nice and substantive way for scholars, mentors and others to learn about each other's work. To try to ensure that we have the best session possible and that you prepare the best posters possible, we offer the following instructions and resources.

1. **Poster content.** Please prepare a poster that focuses on your research thus far, though we do not necessarily expect that you will have data analyses or conclusions ready. If you have prepared a poster recently on your research you may use that, but please note the size considerations below. Even if you have a recent poster, please consider creating a new or revised poster, as this provides a chance for you to try out new approaches and to get thoughtful feedback both on the content and conceptual elements of the poster.
2. **Poster size and display.** At our session, we will **not** be using the traditional large poster boards found at national conferences (they are prohibitively expensive). Instead, we will be using 30" x 40" foam boards, which will be placed on easels. We will provide push pins, but you may have to reduce the size of poster templates/posters you may have used in the past to fit.
3. **Review information/tutorials on message driven posters on Bandwidthonline.org.** We have prepared a series of resources on creating more effective posters, which are posted online (Go to: <http://www.bandwidthonline.org/hartfordsocialworkgrantees.asp> for a page that includes a link to these resources, as well as to others specifically chosen for social work scholars). Think about your objective, your audience, and your key messages first, and then design a poster that best communicates that message.
4. **Send us a copy of your poster by October 1st.** Please send a .PPT or pdf file (if it is too big) of your poster to:
 - Amy Horowitz (ahorowitz@jhha.org)
 - David Biegel (deb@case.edu)
 - Barbara Berkman (bb151@columbia.edu)
 - John Beilenson (jbeilenson@aboutscp.com)

We will review the posters ahead of time so that we will be in a position to provide the most informed feedback possible.

If you have any questions, please do not hesitate to write or call. We look forward to seeing your poster in a few weeks and to seeing you all in person shortly thereafter.

All the best,

John Beilenson

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