



**California Stormwater Quality Association (CASQA)**  
**Conference Scholarship Program**  
**2020 Call for Applicants and Submittal Instructions**  
**Deadline: Monday, May 11, 2020, 12:00 PM PT (NOON)**

**Attachment B**  
**Abstract and Poster Submission Guidelines and Requirements**

**Abstract Submission Guidelines and Requirements**

1. Abstracts submitted must include:
  - a) A succinct description of the project, program, or study.
  - b) A description of the applicant's roles and responsibilities with respect to the project, program, or study
  - c) Contain:
    - Introduction and background
    - Methods or approach
    - Results
    - Conclusion and/or discussion

**Poster Presentation Guidelines for Selected Applicants**

**NOTICE – 4-24-2020: The following information will be updated and adapted for a virtual conference; instructions are pending.**

Selected poster presenters will be subject to the following guidelines to help ensure that posters are attractive, readable, and at the appropriate level of detail to provide meaningful information to conference attendees.

- Poster size should be approximately 3' x 4' in portrait orientation (not landscape)
- Posters must clearly indicate Title, Author, and Organization of internship program
- Sections must include:
  - Introduction and Background
  - Methods or Approach
  - Results
  - Conclusion and/or Discussion
- Presenters should aim for clarity and simplicity
- Posters should not be overloaded with text
- Text should be balanced with figures and graphics
- Advertisements and excessive logos should be avoided
- Both text and graphics should be readable from 5 feet away; font should be no



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smaller than 18 pt.

Posters will be displayed during the entire conference (Monday – Wednesday).

While posters should be self-explanatory, the Conference Scholarship Program recipients should plan to be available to stand by their poster to answer questions during the morning break on Monday (typically 10:00 - 10:30) and during other breaks as available.

- CASQA will mount the posters on the supplied poster stands by 10:00 AM on Monday.
- Conference Scholarship Program recipients may remove their posters after lunch, but before 3:00 PM, on Wednesday. In addition, the highest ranked participants who submitted posters (up to ten) may, prior to the beginning of the conference, request to receive their posters after the conference. Any remaining or unclaimed posters will be discarded.