



Invitation to Display Project Posters at the EWB-USA North East Region Workshop

The EWB-USA North East Region Workshop Committee is inviting chapters in the Region to submit project posters that showcase your best projects.

It is critical to note that poster format guidelines presented below must be met. Posters that do not meet the specified guidelines might not be displayed.

Poster Board Submittal Format

All draft project posters must be electronically submitted in Adobe Acrobat or Microsoft publisher (.pdf) format. **Final project posters must be printed by the submitting chapter and brought to the Workshop.** Please submit a draft of your poster by the deadline below.

Draft Submittal Deadline

All draft submittals must be received by October 22nd. Please send your draft submittal to Sarah Bolha at sarabolha@gmail.com.

Poster Board Size

The size of each poster should 24" x 36" ($\pm 1/4$ ").

Poster Board Orientation

The poster boards may be oriented either vertically (i.e., portrait format) or horizontally (i.e., landscape format).

Margin

A 1-inch-wide margin ($\pm 1/4$ ") is required around the full perimeter of the poster board. This margin shall remain empty (i.e., free of all text and/or photos).

Project Title

A project title is required in a title box at the top center of the poster. The title box shall be oriented horizontally and shall have dimensions of 22" x 2" ($\pm 1/4$ "). The title font shall be of size that fills the height or the width of the title box.

Project Data Box

A project data box shall be placed in the upper left corner of each poster board. The project data box shall have a dimension of 8" x 10" ($\pm 1/4$ "). The project data box shall be oriented the same as the poster board (i.e., portrait format on a vertically oriented poster board or landscape format on a horizontally oriented poster board).

The project data box shall include, at minimum, the following information in the order shown:

1. Chapter Name
2. Project Name
3. Name of the town/village and country in which the project is constructed
4. Project phase
5. Cost of total project
6. The name of project contact and email address
7. Name of professional partner group involved in project
8. Name of partner organizations in local community (if any)
9. Name of significant donors or contributors to the project

The *minimum* font size for the text in the project data box must be 12.

Project Description Box

A project description box shall be placed in the lower right corner of each poster board. The project data box shall have a dimension of 8" x 10" ($\pm 1/4$ "). The project data box shall be oriented the same as the poster board (i.e., portrait format on a vertically oriented poster board or landscape format on a horizontally oriented poster board).

The project description box is your opportunity to describe the project, its challenges, how they were overcome, and how the project has (or will) benefit the local population.

The *minimum* font size for the text in the project description box must be 12.

Project Photographs

The remainder of the poster board is available for displaying project photographs. As many photos as can be accommodated in the available space are encouraged. The photographs must be high resolution for enlargement purposes and must be over 300dpi. The photos may be arranged in portrait format, landscape format, or a combination of both formats.

A caption box containing a description of the photo shall be placed immediately below each photo. The caption box must have the same horizontal dimension as the photo above it and a maximum height of 1.5" ($\pm \frac{1}{4}$ "). There shall be a clear distance between the bottom of the photo and the top of the associated caption box of 0.5" ($\pm \frac{1}{4}$ "). There shall be a minimum clear distance of 1 inch between proximate photos and caption boxes (associated with other photographs).

Logos

The EWB-USA logo must be placed on the top left hand corner of all posters. The chapter logo may be placed on the bottom right hand side of the poster, however, the new chapter logos released by EWB-USA national must be used. There are three additional logo spaces which can be used for sponsors. If more logo space is needed, please add to the bottom of the page in designated area.

Questions can be directed to sarabolha@gmail.com.

We look forward to your submittal!

EWB-USA North East Region Workshop Committee