

## 2025 Iowa State University Symposium on Sustainability

**February 24-25, 2025**  
**Iowa State University, Memorial Union**

### **Call for Posters and Tabling Displays**

Poster and tabling display sessions provide an excellent venue for discussions, exchange of information and increased and enhance awareness, connection and engagement. To promote this interaction, the 2024 Iowa State University Symposium on Sustainability will feature a poster and tabling display session, as part of the accompanying Sustainapalooza event, Monday, February 24 from 5-8 pm. Posters and displays will remain in place throughout the event.

Posters and tabling displays are encouraged from all levels of university affiliation including students, faculty and staff that support and further sustainability and the Live Green! Initiative.

To take part in the opening reception with a poster or tabling display, please complete a Call for Posters and Tabling Displays Submission Form for event marketing and publicity. ***The call for posters and tabling displays will close on February 6 at 5 pm. All those submitting posters or tabling display requests will receive confirmation emails by or before February 12.***

Posters are invited and encouraged from the following areas:

- Research
- Academics
- Student Affairs
- Operations
- Community Engagement

## Guidelines for Poster and Tabling Display Presentation

### Timeline:

- Posters and tabling displays will be presented in the Memorial Union South Ballroom and Sun Room. Check-in and set-up will take place 1-4pm on Monday, February 24, and posters and displays must remain up through 8pm. Check-in at the registration desk outside the Sun Room. At check-in you will be given your poster or tabling display location and offered assistance finding the location.
- Posters and tabling displays can be taken down after 8pm on Monday, February 24. All posters and displays not removed by 8:30pm on Monday, February 24, can be picked up between 11am and 1pm on Wednesday, February 26, at the General Services Building, Room 108C or by special arrangements with Merry Rankin, [mrankin@iastate.edu](mailto:mrankin@iastate.edu).

### Poster Specifications:

- Poster materials will be mounted on a corkboard display space 4 ft. wide by 4 ft. tall. Poster materials should be sized to fit within these dimensions.
- Please bring a sufficient supply of push pins to affix your posters to the poster boards.

### Tabling Display Specifications:

- Tabling displays will be offered a 6' tabling space. A limited availability of access to electrical outlets is available and will be provided on a first requested, first provided basis.
- Tables will be covered and skirted.

### Poster and Tabling Display Content Guidelines:

All posters and tabling displays should include contact information for the poster author(s) and tabling display affiliation(s) to offer follow-up connection and dialogue after the event. In considering of sustainability, tangible take away items are requested (if items are being offered) in consideration of minimizing waste, reducing environmental impact and supporting a sustainable future. Offering electronic copies of resource materials is highly recommended. Materials may also be provided directly to the Office of Sustainability to be uploaded onto the Symposium website.

**\*\*Please note:** It is not expected that posters be made specifically for this event. Reusing posters that have been created for and displayed at other events is encouraged and supports sustainability. If you do choose to create a new poster, a sample template is available for reference. Contact [livegreen@iastate.edu](mailto:livegreen@iastate.edu).

### For any questions or additional information, please contact us!

- **For logistical information:** Madison Feller, Sustainability Coordinator, [mefeller@iastate.edu](mailto:mefeller@iastate.edu)
- **For content related questions:** Merry Rankin, Director of Sustainability, [mrankin@iastate.edu](mailto:mrankin@iastate.edu)