2014 SCHOOLYARD GARDENS CONFERENCE: CULTIVATING THE FUTURE
February 28, 2014 • Minnesota Landscape Arboretum

POSTER SESSION – REGISTRATION FORM & INFO
Presented by the Schoolyard Garden Coalition, fostering understanding of schoolyard gardens, sharing resources and enhancing support for school garden success and sustainability.

THE SCHOOL GARDEN COALITION, whose mission is to provide education, share resources, build capacity, and advance policies for schoolyard gardens throughout Minnesota, is proud to host a poster session at this year’s second schoolyard garden conference. We are looking for posters that share information, experiences, insights, and outcomes with others who already have, or are looking to start, a garden at their school. We’d like to know what worked and what didn’t – we are all learning to do this together – the poster session gives everyone a chance to teach and to learn! After the conference, we will send you a short survey – please share your thoughts and suggestions for improving next year’s poster session.

Poster Submission/Registration Guidelines

Step One – Information
• Each poster needs to be accompanied by a presenter who must attend the poster session.
• The presenter will need to register and pay for the conference. (If a scholarship is needed, contact Tim Kenny at 952-443-1448 or kenny003@umn.edu.)

Step Two – Registration
Fill out the registration form (below) – submit by February 14th to have your poster description included in the program. You can register up to February 25, but may not be included in the program. Walk-ins are permitted, but there is no guarantee of space availability.

Step Three – Confirmation
We will confirm your registration and let you know that your poster has been accepted for presentation within a week of submission. If you have not heard back or have questions, please contact Kirsten Saylor at sayl0010@umn.edu.
CREATING AND SHOWING a poster is your time to share about what you have done with your schoolyard garden and highlight the things you’d like to share with others. Develop your own poster theme or use one of the questions below to guide you in pulling together the content and pictures. (The registration form, with instructions for use, follows this page.)

- How did the school garden get started? (Who was involved, how did the planning happen, and how was the garden launched?)
- A year in the life of the school garden (from the garden’s perspective)
- Who is involved in making the garden happen year to year? This can be a story of the team and collaborations that make the garden successful, long-lived and sustainable.
- Outcomes from the garden – what happened as a result of the garden? This may be a story of the good and the difficult, and how the difficult was overcome. In your school garden journey, what have you discovered about the process of having a school garden? What lessons (academic and social) were learned?
- Describe the curricula or highlight one piece of curriculum born from the school garden.
- Haven’t done a poster before? No problem! Simply share the story of your school and its garden.

About Your Poster
Posters can be the standard size of 42” by 42” or smaller – to be displayed on a stand that you bring. Alternately, we encourage you to mount your poster on a tri-fold display (e.g., the widely available foam tri-fold display board, 28” x 40”, that costs $8–$20 each) to be placed on a table. Larger display boards may be too large to accommodate, and there may not be room to display. Contact Susan Hamerski at 952-443-1471 or hamer016@umn.edu with questions about poster set-up.

Tips and Tricks – Bring Out the Best in Your Poster!
Be sure to include a title that tells what the poster is about and encourages people to learn more. We recommend that you begin to write and proof-read your poster a couple of weeks in advance and that you also develop and practice a short verbal description of the work that you can present to conferees who visit your poster.

Here are some other general guidelines for laying out your poster:
- A light background with dark text is easiest to read.
- Use one font and style to integrate all portions of your poster.
- Make sure the poster can be read from at least 4–6 feet away.
- Pictures are worth a thousand words! Don’t shy away from them! With garden pictures, look for pictures with contrast. Greenery can blend together in a photo.
- Label graphics directly and use tables for small data sets (4 x 4)
- Keep your title simple (not too long), but something that captures the imagination.
- Figures, diagrams, and bullet points are better than paragraphs of text.
- The rule of thumb is to allow 40% of your space for graphics, 20% for text, and 40% for white space.

Need to Know
1. Posters will need to be set up in the morning, so please arrive at the conference in time to set up before 10 a.m. We recommend arriving between 7:30 - 8:30 a.m., to reduce hassle and have time to attend the morning plenary!
2. Each poster is to be attended by someone during the poster session (late morning) to answer questions and share more information. Please keep your poster up throughout the day for people to view, but take it down at the end of the conference (no later than 5pm).
3. All poster exhibits may include materials to be handed out to interested parties. We recommend having business cards or brochures available so that people may easily contact you after the conference. If the poster is highlighting curriculum, you may want to make the entire curriculum available. All presenters are responsible for their items, and any leftover materials may be subject to disposal after the conference.
4. The Arboretum holds the right to refuse a poster to be displayed for the following reasons:
   A. Posters may not include disrespectful language or explicit pictures.
   B. Poster content should reflect the story of your school garden project and the people in it. It may not be used to market products or services for individual or third-party profit.
5. The School Garden Coalition can provide feedback on poster drafts, if received by February 1. Expect up to one week for turn-around.
6. You will be sent a short follow-up survey by email after the conference for ideas to improve the poster session for 2015.

For information about the 2014 Schoolyard Gardens Conference, visit
SCHOOLYARD GARDENS CONFERENCE – POSTER REGISTRATION FORM

To submit your poster, download this form, complete, scan and send in as an email attachment to Kirsten Saylor at sayl0010@umn.edu or print and earth-mail to Kirsten Saylor, c/o Education Dept., Minnesota Landscape Arboretum, 3675 Arboretum Drive, Chaska, MN 55318.

A. Type of poster that will be presented
   - Poster with stand
   - Tri-fold (to be placed on table)

B. Do you need to access electrical outlet?  Yes  No
   Any other needs?  No  Yes
   (If yes, please bring extension cord. Every effort will be made to meet needs, but we cannot make any guarantee.)

C. Name of School

D. Type of School (choose all that apply)
   - elementary school
   - junior/middle school
   - high school
   - public school
   - private/prep school
   - charter school

E. Grade levels represented at your school

F. Name of school garden (if applicable)

G. What year did the garden start?

H. Is the garden maintained by a student group?  Yes  No
   If yes, what is the name of the group?

I. Poster title (will be used in program and on website)

J. Short description of poster content (40 words)

K. Contact person
   - Contact email
   - Phone
   - Contact postal address

L. Name of presenter (if different from contact)
   - Presenter email
   - Presenter phone (mobile preferred)

M. To participate in the Poster Session there is no fee, but we ask that all participants pay the fee to attend the conference. Have you (or the presenter, if different) already registered?  Yes  No
   A limited number of scholarships are available; contact Tim Kenny at 952-443-1448 or kenny003@umn.edu.

N. I/We give the Arboretum and the Schoolyard Garden Coalition permission to use a photo of poster for future Schoolyard Garden Coalition event promotions.  Yes  No