

## CALL FOR SUBMISSIONS

### Posters and Focus Session Non-Refereed Proposals (If room is available after assigning referred submission acceptances)

#### Posters & Poster Session

The Poster Sessions offer the opportunity to present data and have substantive discussions with interested colleagues. Poster sessions afford a synchronous interaction between the poster presenter and interested colleagues.

Like all other presentations, poster presentations should represent work that has not been previously reported at a conference.

All poster abstract submissions will be peer reviewed. Submission should be marked as either a research proposal, work in progress, or completed project and should include the following information.

- Research proposal, work in progress, or completed project
- Title of proposed poster
- Abstract of proposed poster (no more than 750 words)
- The author's name or other significant identifying information should not appear on the cover page and abstract narrative.

If the poster is accepted, authors will resubmit the poster abstract. Titles of abstracts for the Poster Session will appear in the Conference program and the abstracts will appear in the Conference proceedings.

#### Scheduling in the Conference Program

Up to four individually submitted posters will be grouped together to share a 90-minute session. Individual presenters will be allocated 10-15 minutes as a part of that session.

The session will be facilitated with opportunities for question and answer.

#### Format for Posters:

Posters offer the opportunity to present data and have substantive discussions with interested colleagues. Posters will be displayed throughout the conference in visible locations. There will also be a designated time for a synchronous poster session in which authors present their posters and exchange ideas with colleagues.

#### Poster Preparation

- Each poster presenter will display on a poster board (landscape format) with a maximum dimension of 96in wide by 48.25in tall (8' wide by 4' tall or 2438.4mm wide by 1225.55mm tall). Please prepare all materials in advance. We will not print posters or copy handouts.
- We will provide pins for mounting posters. If you need other materials to attach your poster such as double-sided adhesive tape, please bring these materials with you.
- Access to electrical outlets *will not* be available.

#### Design Considerations

- Lettering should be simple, bold, and easily legible from a distance of 4ft (122 cm). Lettering for the title should be at least 1.5in (38mm) high. Under the heading, include the names of authors and their affiliations in smaller lettering.

### Design Considerations (Con't)

- In the body text, keep the number of words to a minimum: please remember that this is not a paper. Arrange the elements in a logical sequence: introduction or statement of the problem or issue, objectives of the research or project, methodology used (where appropriate), major findings or outcomes, interpretations or significance of findings or outcomes, and conclusions. Use numbers if necessary to ensure that readers can follow the sequence.
- Illustrations and color will enhance the effectiveness of your presentation. Tables, figures and photographs are encouraged. While you should consider graphic impact, note that simplicity and legibility are more important than artistic embellishments. The background of the poster may be any color, so long as there is a strong light-dark contrast between background and lettering.
- When working on the arrangement of your display on the poster, be aware that it is preferable to align materials in columns rather than rows. Audience members who are scanning posters have a much easier task if they can proceed from the left to right rather than having to skip around in the display.

### Printing Your Poster

- Presenters are advised to print their posters and bring them on the plane in travel tubes.

### Focus Session Non-Refereed Proposals

This format allows the opportunity to offer a session that focuses in-depth on a specific topic area. These might be colloquiums, expert panel discussions, or other kinds of session designs that foster scholarly exploration as related to a specific topic.

The submissions of non-referred proposals are not blind reviewed. The reviewers of the proposals for these sessions will see the names of the presenters, participants, and organizers. Proposals are judged based on overall quality, innovativeness, and contribution.

Space for each of these types of sessions during the 2018 conference is limited, and we anticipate a highly competitive selection process.

All non-refereed sessions will be scheduled in the conference program with the title, a brief description of the session, and a list of the sponsors/facilitators/presenters. There will be no materials printed in the conference proceedings for these sessions. Organizers of these sessions are invited to provide handouts (at their own expense) in whatever format they wish during the session at the conference to enable the aims of the session (please honor APA formatting for citations and references).

Since these are proposals for sessions (and not manuscripts or abstracts), authors may use business-style formatting for the proposal or may format according to traditional APA 6th ed. formatting guidelines. Be sure that each of the requested elements for the type of session is addressed in the proposal (headings are helpful with this).

And, if business formatting is used, please use APA 6th ed. formatting for references and citations.

Sponsor(s) should submit a proposal that provides:

- a) Abstract/description of the panel session (100 words maximum) and keywords that describe the session (maximum of three)
- b) Description of the session (including substantiation of the need for the session; description of the various perspectives offered by each participant/facilitator, and how these fit in the session format and intent; and description of how the session contributes towards the advancement of HRD (3,000 words maximum, including references)
- c) Relevant biographical information for the sponsor and for each panelist, specifically highlighting expertise as related to the focus of the session (200 words maximum per person)

### **Scheduling in the Conference Program**

FOCUS sessions will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.