



**2019 ATE Conference
October 23-25, 2019**

**Omni Shoreham Hotel
Washington, DC**

**Showcase Session Guide for First Time ATE Grantees
in the New to ATE Funding Track**

Welcome to the 2019 ATE Conference! As part of your conference attendance, NSF asks all first-time ATE grantees awarded in FY19 in the New to ATE funding track to participate in a showcase session on either Wednesday, October 23 or Thursday, October 24. The showcase sessions are a great opportunity to highlight your project goals and collaborations as well as network with other ATE Conference attendees.

First-Time New to ATE grantees will share an 8'x10" booth with another New to ATE grantee and are asked to prepare **a poster and/or a one-page handout** for display and sharing purposes. The booth will include one 6' x 30" table, and two chairs—so each project will half of a table (3 feet) to display their poster and/or one-pagers. Poster boards and pins can be requested for new grantees to assist with preparing a poster.

One Page Handout Guidelines

One-pagers are a great way to share information about your project. In creating your one-page handout, please consider including the following information.

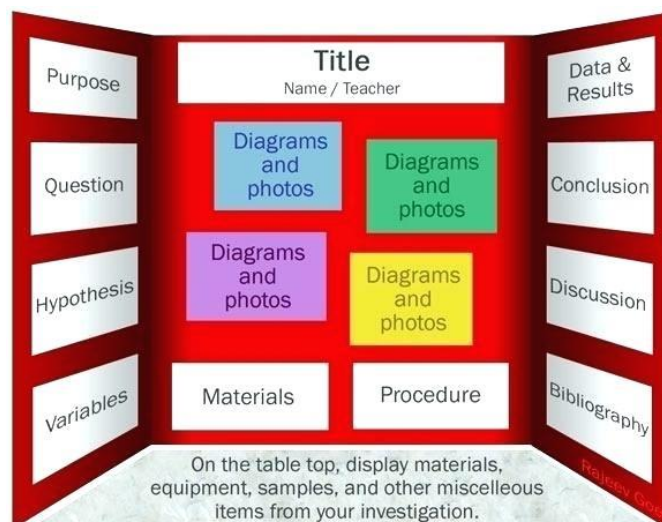
- College Name
- Project Title
- Project Goal
- Project Objectives – 2-3 main objectives (including population served)
- Collaborations/Partnerships – List 2-3 key current collaborators or partners
- Highlight 1-2 planned grant activities for the first year of the grant
- PI Name and contact information

For additional templates and samples of one-page reports, please visit EvaluATE <http://www.evaluate.org/resources/one-pagers/#examples>

Poster Guidelines and Formatting Suggestions

Posters should include the same information as listed above for the one-page handout but consider adding visuals or pictures of students, facilities, technology or equipment that are relevant to your project. Graphical information is often easier to process quickly than text, so look for creative ways to display your project goals.

- Poster boards provided to new grantees are a tri-fold, 36” by 48” board and should be displayed on half of the 6-foot table provided. Please prepare your display so the board can fold and be freestanding on the table surface provided (as in the picture provided below).
- The tri-fold board should be readable by viewers from up to three (3) feet away; and the message should be clear and understandable without oral explanation.
- Poster board dimensions: 36” by 48”, left panel: 12” by 36”, center panel: 24” by 36”, and right panel: 12” by 36”.
- Push-pins will be available in the exhibit hall for mounting posters.
- All materials must be prepared (printed) and “poster ready” in advance of arriving to the ATE Conference and ready to be affixed to the poster board. Printers will not be available.
- The top of the poster should consist of a large, easy-to-read title of your college/institution, and project title. We suggest that title lettering be 1.5 to 2 inches in height.
- The minimum font size for poster text should be no less than 20-point font, but a 24-point font is preferred.
 - Stick with traditional fonts like Arial, Times New Roman, or similar typefaces
 - Use *italics* or **bold** for emphasis, not for all your text.
 - Don't place your text on top of a picture; that makes it difficult to read.
 - Don't use ALL CAPS; THEY ARE MUCH HARDER TO READ.
 - **Don't use reverse type (white text on a dark background).**
It is hard to read. Use black characters on a white (or pastel) background
 - *Don't use artistic fonts.* They are much harder to read.
 - Don't use more than two or three different fonts on your board. Times New Roman for body copy and Arial for headings makes for a nice combination.
- Below is a sample visual of a tri-fold board. Please format so materials fit on the panels as the board will need to be folded to fit on half of a 6-foot table.



Showcase Session Interaction

Showcase sessions provide an opportunity to interact with conference attendees, participate in one-on-one conversations about your project, and to engage potential collaborators. ATE Conference attendees are very engaged in learning from showcase participants. To prepare to interact with participants at the showcase session, you might want to consider the following preparation.

- Prepare a brief (maybe two- or three-sentence) overview of your project. Having that ready will help you to break the ice with attendees. Keep this quick overview general and interesting.
- Practice explaining your project's goals and main activities. Get comfortable talking about your project.
- Be sure to talk to the people who stop by your booth. Have fun and make connections!
- Thank people who stop by to read your poster, take your one-pager, and talk with you.

Showcase Reservations

All grantees need to sign-up to reserve a showcase session. To sign up, please go to the Showcase Session page of the conference website at www.aacc.nche.edu/2019ATE.

You will need to have your ATE grant number ready to enter the showcase session site and reserve a spot. You may select to showcase on either Wednesday or Thursday. The showcase reservation software will direct you to the available New to ATE booths once you indicate your preferred date.

As the Showcase sessions will fill up, please be sure to reserve your booth space in advance of the **September 19** deadline to ensure participation in this important session.

Showcase Schedule

Showcase 1: Project and Center Showcase

Wednesday, October 23, 2018

Showcase Set-up: 12:00 - 5:30 p.m.*

Showcase Session: 7:00 - 9:15 p.m.

Showcase Tear Down: 9:15 – 10:00 p.m.

Showcase 2: Project and Center Showcase

Thursday, October 24, 2018

Showcase Set-up: 7:30 - 8:45 a.m.

Showcase Session: 3:45 – 6:00 p.m.

Showcase Tear Down: 6:00 – 6:45 p.m.

*Note: If you sign up to showcase on Wednesday and are also attending a pre-conference workshop that ends at 5:00 p.m., please arrive to the conference in time to set-up your showcase display between 12:00 – 1:00 p.m., or plan to set-up from 5:00 – 5:30 p.m.

Questions

If you have any questions please contact Courtney Larson, ATE Project Assistant at clarson@aacc.nche.edu