2019 ATE Conference
Student/Alumni Poster Session Guidelines

Omni Shoreham Hotel
Washington, DC

Thursday, October 24, 2019
Ambassador Ballroom

Congratulations on being selected to attend the 2019 ATE Conference. We look forward to welcoming you to Washington, DC in October! As part of your conference attendance, students and alumni are required to participate in a poster session on Thursday, October 24 from 12:30 p.m. – 2:00 p.m. in the Ambassador Ballroom. The poster session will give you an opportunity to highlight your program of study and career path. It is a wonderful opportunity to share information and network with ATE Conference attendees.

Student Poster Session Schedule – Thursday, October 24
Location: Ambassador Ballroom

11:15 a.m. – Noon	Poster Set-Up
11:45 a.m. – 12:30 p.m.	Lunch (Note: Lunch is across the hall in the Regency Ballroom)
12:30 – 2:00 p.m.*	Posters on Display *Students/Alumni are to be stationed at their posters.
2:00 – 2:15 p.m.	Poster Session Tear Down

Poster Session Guidelines

- Each poster will be allotted one 4 x 4 foot space on a display board, *which will be shared with another poster*. Each poster will occupy half of a 4 x 8 foot display board.
- Display boards will be numbered and students/alumni will be assigned a number and a place to affix their poster and notified of their assignment via email prior to the conference. The poster session assignments will also be published in the conference program.
- Use the poster board assigned to you and do not move the established location of your poster board.
- Posters must fit within a 4' x 4' space. Posters do not need to fill that space, but they cannot exceed the 4' x 4' display area.

- Presenters are responsible for mounting their posters to the display boards during the set-up period and removing them as soon as the session ends.
- Posters should be printed on thin poster paper or laminated paper to ensure it can be affixed to the display board and stay in position for viewing.
- Push-pins will be available in the poster session area for mounting posters. Velcro will also be available on a first-come, first-served basis.
- 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.
- No other display materials are to be used during the poster session. Only printed materials, affixed to the display board, will be allowed for the poster presentation.
- Students will be expected to stand by their posters for a 90-minute display period to engage with conference attendees from 12:30 – 2:00 p.m.
- Students from the same institution/project may elect to develop a joint poster presentation and display together. However, due to spacing and visibility concerns, AACC will allow no more than two students to jointly present a single poster. Students are encouraged to develop their own individual posters for display.

Poster Formatting Suggestions

- Each poster should be no larger than 4'h x 4'w; text must be large enough to be easily read from 3 feet away.
- The top of the poster should consist of a large, easy-to-read title of your project, program of study and/or career path, including your name and affiliation. 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.
- Photographs, graphs, graphics, or other "art" that illustrates your program of study/career path are an important aspect of the poster. Graphic information is often easier to process quickly than text information. Look for creative ways to graphically or visually explain your program of study, project, and/or career path and its impact.

Poster Session Content
The poster session abstract information submitted with your student information form may be used for your poster presentation. Poster content should include:

- Title of poster, presenter name(s) and affiliation(s)
- Summary of project, program of study, and/or career path goals and intended outcomes
- Project approach, methods, and/or practices
- Evaluation strategies, methods, and results
- Unexpected challenges and/or lessons learned
- Findings and conclusions

Poster Session Interaction

Poster sessions provide an opportunity to interact with conference attendees and to engage in one-on-one conversations about your project, program of study, and/or career path. ATE Conference participants are very engaged in learning from students and alumni. To prepare to interact with participants at the poster session, you might want to consider the following preparation.

- Prepare a brief (maybe two- or three- sentence) overview of your poster. Having that ready will help you to break the ice with viewers. Keep this quick overview general and interesting—perhaps focus on why you are interested in your project, program of study, and/or career path.
- Practice explaining your poster. Get comfortable talking about your project, program of study, and/or career path.
- Be sure to talk to the people who stop by your poster, and not to the poster. Reading from your poster will not engage viewers. Have fun and make connections!
- Thank people who stop by to read your poster and talk with you.

Contact

If you have any questions, please contact Courtney Larson at (202) 728-0200 x 275 or clarson@aacc.nche.edu