

AAAE Poster Session Guidelines

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Goals

The goal of the American Association for Agricultural Education (AAAE) Posters session is to promote the sharing of ideas and research that support agricultural education. The informal setting of the poster session will enhance sharing of ideas and promote collaboration between conference participants.

Poster Submission Requirements

Posters are accepted in two categories: innovative ideas and research. Submissions cannot have been previously presented at the regional or national level (e.g. prior year). Posters should NOT duplicate paper presentations at the same conference. At least one author of the poster must be a member of the AAAE. Posters topics should be of significant interest to the national membership.

Innovative Ideas Category

Posters in this category should address agricultural education practices at the secondary or post secondary levels. Ideas must be implemented prior to submission.

Research Category

Posters submitted in this category must follow the AAAE research agenda. Research must be completed prior to the submission.

Divisions

Posters will compete in two separate divisions: Faculty and Student. The student division is open to students who are the primary author of the poster and present the poster at the meeting. All other posters will be judged in the faculty division.

Submission Abstract Format

Abstracts will be submitted in **PDF format** to insure that the author controls the pagination and format of the document. See the sample format in the appendix. A properly formatted submission will meet the following format criteria:

- No cover page will be included.
- The abstract narrative will not exceed two pages.
- The references will not exceed one additional page.
- The total submission will not exceed three pages.
- The abstract narrative will begin with the title of the poster. The abstract will be formatted with 1" margins, single spaced, and use a 12 point type (Times recommended).
- All other formatting will follow current APA style.
- To facilitate a blind review, the author's name or other significant identifying information should not appear in the two page abstract narrative.
- Identifying information should also be removed from the document "properties" before submission.

Authors failing to follow the submission format may be disqualified by the poster chair.

Note: Accepted posters will be re-submitted as described below for the proceedings.

Submission Information

Authors should expect that the information provided on the submission form will be used for conference planning and in publishing the proceedings. The Committee will not be responsible for entry of the wrong type, misspellings, author order, and author omissions. Authors are expected to provide requested information about their presentation requirements. Student authors wishing to compete in the student division must indicate this on the submission form.

The poster abstract should have these heading/sections when appropriate:

INNOVATIVE IDEA

- Introduction/need for innovation or idea
- How it works/methodology/program phases/steps
- Results to date/implications
- Future plans/advice to others
- Costs/resources needed
- References

RESEARCH

- Introduction/need for research
- Conceptual or theoretical framework
- Methodology
- Results/findings
- Conclusions
- Implications/recommendations/ impact on profession
- References

Acceptance Criteria and Review Process

Abstracts will be reviewed and ranked separately by category. There is no fixed number of posters to accept in total or within a specific category. The number of posters accepted will be determined by the Committee based on the quality of the submissions and the space available for display.

A “call” will be issued at least three months prior to the abstract submission deadline with the submission requirements, submission method, and the submission deadline. An anticipated date for notification will also be included. A second “call” will be issued one month prior to the submission deadline. (See model timeline below.)

Reviewers will be selected from the AAAE membership. Preference will be given to reviewers from institutions that have not submitted posters, and from individuals that have not submitted a poster. Reviewers cannot review posters in the same category in which they have submitted a poster.

Poster abstracts will be processed by the Committee for review by removing the coversheet and any document metadata that would identify the author. No other formatting will be preformed.

Poster abstracts not conforming to the required submission guidelines or format may be rejected prior to the review process. Abstracts not submitted by the submission deadline may not be accepted. Each poster abstract should have three reviews. Each reviewer should review 5 or more abstracts to establish a reasonable reviewer Z score. Poster abstracts will be ranked by the mean Z score and the acceptance

recommendation used as an additional criterion. The Committee may also use the reviewer’s comments in determining acceptance. Ranking will be by category without regard to division.

Submitting authors will be notified and reviews made available at the completion of the review process. The Committee may allow editing of accepted abstracts for the proceedings. If revisions are allowed authors will be notified with a due date in the acceptance communication. The Committee will compile accepted abstracts for the Conference proceedings. The Committee will include in the Committee report the names of the reviewers, the number of poster abstracts submitted and the acceptance rate.

Model Timeline

Activity	Date	Example
First Call	- 24 weeks	12/14
Second Call	- 16 weeks	2/8
Submission Deadline	- 12 weeks	3/8
Review Deadline	- 8 weeks	3/29
Author Notification	- 7 weeks	4/5
Conference	Conference Date	5/26

Reviewer Instructions

Reviewers will use the rubrics found in the appendix. Reviewers should consider the following:

- Posters abstracts are limited to two pages so authors will need to be concise in their writing.
- Poster abstracts should demonstrate significance to the national membership.
- It is common and acceptable for a reviewer to not have expertise in the area described in the poster.

Reviewers should make constructive comments that will help the author improve future submissions.

Publication Abstract Format

Accepted abstracts should have a standard format to accommodate the publishing of conference proceedings. See the sample format in the appendix. A properly formatted submission will meet the following format criteria:

- A cover page following the format in the appendix of this document. The cover page will contain the title, author(s), institution, contact information, and the type of submission (idea or research). The title used on this page should be the same title used in the proceedings. No scrubbing should occur.
- The abstract narrative will not exceed two pages.
- The references will not exceed one additional page.
- The total submission will not exceed four pages.

- The abstract narrative will begin with the title of the poster. The abstract will be formatted with 1" margins, single spaced, and use a 12 point type (Times recommended).
- All other formatting will follow current APA style.
- **File will be submitted online in Word format (or RTF) to allow editing into a proceedings document. Failure to submit a final document will result in the exclusion from the poster session, publication of the review copy ,or omission from the proceedings publication at the discretion of the poster chair.**

Proceedings

Accepted poster abstracts will be published in the conference proceedings which are posted on the AAAE conference web site.

Presentation

Posters will not exceed 48" x 48". Note: This is limitation is based the commonly used 4' x 8' foam board. Authors must be present during the presentation to be eligible for awards. Posters not in compliance with size restrictions may be displayed within the available space, but will not be eligible for awards.

Poster Session Reporting

The Committee will report at the conference the number of posters submitted and accepted. Recognition of the reviewers will also be reported. The winners of the poster session will be forwarded to the secretary for inclusion in the minutes of the conference.

Poster Session Award Determination

Awards will be given based on "People's Choice" voting at the posters sessions. Awards will be given in both Idea and Research Categories.

The results will be published in the meeting minutes.

Appendix A – Abstract Evaluation

AAAE POSTER ABSTRACT -- REVIEW EVALUATION FORM GUIDELINES

Innovative Idea Poster

General Notes: These guidelines are intended to assist the reviewer in assigning point values for the scoring categories. The reviewer is free to assign values between those suggested and to apply additional criteria. Consider that the abstract is limited to two pages requiring a concise description of the idea. Missing sections may be scored a zero since the rubric was available to all authors.

	Points Possible	Needs Improvement	Acceptable	Outstanding
Introduction, need for idea or innovation	25	Idea is has very limited appeal or benefit (e.g. specific to a small number of programs) and poorly described 0-10 points	Idea has appeal to many programs, but need/goals are not well addressed 11-20 points	Idea has broad appeal and need/goals are well described. Could be implemented in many programs. 21-25 points
How it works / methodology program phases / steps	15	Methods seem inappropriate, poorly described and hard to follow. 0-5 points	Methodology is appropriate, but would be hard to reproduce from the description given 6-10 points	Methods are very appropriate and implementation is well described. Could be easily reproduced. 11-15 points
Results to date / implications	15	Results not complete or poorly described. Idea not fully implemented 0-5 points	Results complete, but not tied to implications. 6-10 points	Results fully described with implications well addressed 11-15 points
Future plans / advice to others	15	Weak discussion of where this idea will go from here 0-5 points	Future plans are addressed and concrete suggestions for others are presented. 6-10 points	Excellent recommendations and/or advice to others wishing to implement the idea. 11-15 points
Costs / resources needed	15	Cost is poorly addressed, incomplete, not quantified. 0-5 points	Both direct and indirect (existing support) costs are addressed but not well quantified 6-10 points	Both direct and indirect costs are addressed in a quantifiable way. 11-15 points
References	5	No References 0 points	Minimal references 1-3 points	References provide a good foundation for the poster. 4-5 points
Style, clarity and grammar	10	Difficult to read, spelling and grammar errors common 0-4 points	Minimal spelling and grammar errors, easy to read, generally follows style requirements 5-7 points	No obvious grammar or spelling errors. Easy read. Follows style requirements as described in the "Call" 8-10 points.
Total points earned	100			

AAAE POSTER ABSTRACT
REVIEW EVALUATION FORM
Innovative Idea Poster Session

Reviewer's Number: _____

For each of the categories below, please indicate the number of points earned. Please total the scores.

	Poster Abstract Number								
	Points Possible	#1	#2	#3	#4	#5	#6	#7	#8
Introduction, need for idea or innovation	25								
How it works/methodology program phases/steps	15								
Results to date/implications	15								
Future plans/advice to others	15								
Costs/resources needed	15								
References	5								
Clarity and grammar	10								
Total points earned	100								

AAAE POSTER ABSTRACT -- REVIEW EVALUATION FORM GUIDELINES

Research Poster

General notes: These guidelines are intended to assist the reviewer in assigning point values for the scoring categories. The reviewer is free to assign values between those shown below and to apply additional criteria. Unlike a research paper, the abstract is very limited in length requiring a concise description of the research. Missing sections may be scored a zero since the rubric was available to all authors.

	Points Possible	Needs Improvement	Acceptable	Outstanding
Introduction, need for research	10	Research is esoteric and would have limited implications to the broader Ag Ed community 0-3 points	Research has a regional need and is tied to the Ag Ed Research agenda 4-7 points	Research has a broad need and is tied to the Ag Ed Research agenda 8-10
Conceptual or theoretical framework	15	Minimal effort to describe the foundations of this research. No theory identified. 0-5 points	The framework is appropriate, but lacking detail. Theory is identified, but may not be well supported. 6-10 points	The framework clearly shows that this research is solidly built on previous work. A relevant theory is identified. 11-15 points
Methodology	15	Methods seem inappropriate, poorly described and hard to follow. 0-5 points	Methodology is generally appropriate, but would be hard to reproduce from the description given 6-10 points	Methodology is very appropriate, well described and could be easily reproduced. 11-15 points
Results/Findings	15	Study has not been completed (0 points) or results poorly described 0-5 points	Results are adequately described and tied to the methodology. 6-10 points	Results are well described and clearly connected to the methodology. 11-15 points
Conclusions	15	Conclusions are not supported by results. 0-5 points	Conclusions are generally supported by the results of the research. 6-10 points	Conclusions are clearly supported by the results of the research. 11-15 points
Implications / Recommendations / Impact on Profession	15	No or minimal implications / recommendations / impact on Profession. 0-5 points	Author makes adequate recommendations or description of the implications / impact based on this research. 6-10 points	Author makes excellent recommendations or description of the implications / impact based on this research. 11-15 points
References	5	No References 0 points	Minimal references or inappropriate references 1-3 points	References provide a good foundation for the poster. 4-5 points
Style, clarity and grammar	10	Difficult to read, spelling and grammar errors common 0-4 points	Minimal spelling and grammar errors, easy to read, generally follows style requirements 5-7 points	No obvious grammar or spelling errors. Easy read. Follows style requirements as described in the "Call" 8-10 points.
Total points earned	100			

AAAE POSTER ABSTRACT
REVIEW EVALUATION FORM
Research Poster Session

Reviewer's Number: _____

For each of the categories below, please indicate the number of points earned. Please total the scores.

	Points Possible	Poster Abstract Number							
		#1	#2	#3	#4	#5	#6	#7	#8
Introduction, need for research	10								
Conceptual or theoretical framework	15								
Methodology	15								
Results/Findings	15								
Conclusions	15								
Implications/Recommendations/Impact on Profession	15								
References	5								
Clarity/Grammar	10								
Total points earned	100								

Appendix B – Abstract Template

Note: Review copies will not include the cover page. The complete submission for proceedings should include a cover page, the two page abstract, and references (4 total pages). A sample is shown below. References and tables should follow APA style. While not required using the headings described above are recommended. Bold and Italic type faces are not used.

[Research or Innovative Idea] (poster type, upper right)

Poster Title (use mixed case as per APA Style)

Author(s)
Institution

Author(s)
Institution

(Primary author contact information)
123 University Avenue
University City, CA 95700
(530-555-1212)
author@university.edu

Poster Title (mixed case per APA Style)

Introduction (centered per APA Style)

(text)

How it works

(text)

Results to date

(text)

Future plans

(text)

Costs

(text)

References (per APA style)

- Devine, P. G., & Sherman, S. J. (1992). Intuitive versus rational judgment and the role of stereotyping in the human condition: Kirk or Spock? *Psychological Inquiry*, 3(2), 153-159. doi:10.1207/s15327965pli0302_13
- Mershon, D. H. (1998, November/December). Star trek on the brain: Alien minds, human minds. *American Scientist*, 86(6), 585.

Appendix C – Task Assignments

The list of Note: Review copies will not include the cover page. The complete submission for proceedings should include a cover page, the two page abstract, and references (4 total pages). A sample is shown below. References and tables should follow APA style. While not required using the headings described above are recommended. Bold and Italic type faces are not used.

Task	Poster Chair	Poster Manager
Set-up poster web site		X
1 st Call (email and post to conference web site)	X	
2 nd Call	X	
Support users in the submission process		X
Organize conference venue	X	
Assign reviewers		X
Summarize reviews for chair		X
Accept posters and notify	X	
Coordinate poster session	X	
Tally and report awards	X	
Report on poster session	X	
Collect Proceedings copy of abstracts and supply to chair		X
Create proceedings	X	

Appendix D – Poster Presentation

Poster Presentation Requirements

One of the main goals of the poster session is to promote communication in an informal setting. Poster sessions are great opportunities for attendees to get to know each other. Toward this end the following recommendations for scheduling and display are made:

Venue

Posters are required to be 48” wide or less. This accommodates the use of disposable foam that is readily available in 48” x 96” sheets. Ideally tables should be 96” x 30” wide. Tables should be cloth covered, but a simple table cloth draping to cover the top is fine. 24” wide tables will also work. If 72” tables are used then 4 tables for every 3 sheets (6 posters) should be provided.

Desired room layout

A perimeter arrangement is desirable since viewers can circulate and congregate in the middle. The additional advantage is that the middle of the room can be used for meals and breaks and the posters can remain on display promoting additional time for conversation. Ideally 3-4’ is needed in front of the poster table to allow for people to circulate.

See sample layouts (scale is approximately 1”=8’).

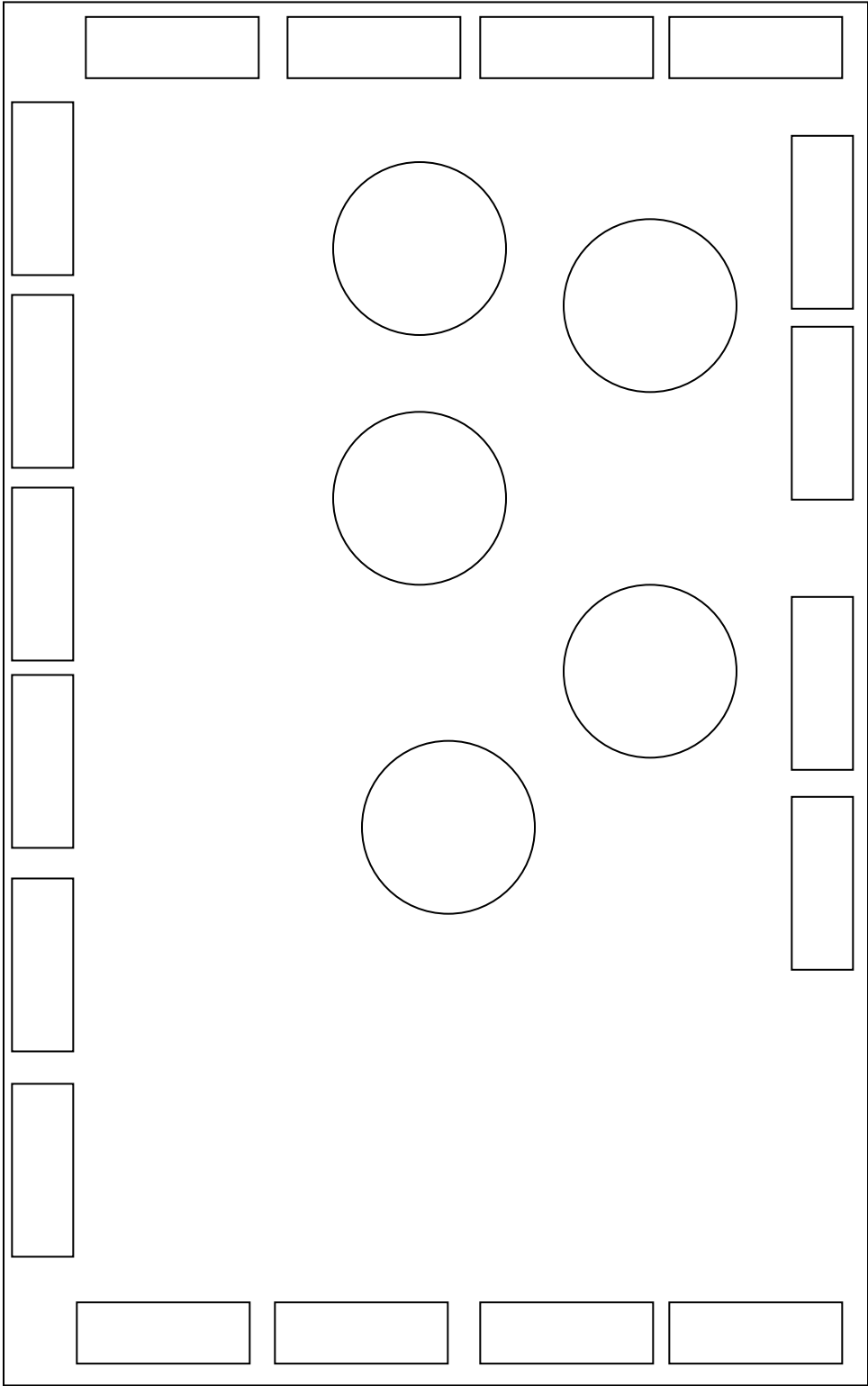
Schedule

Having a poster session early in the meeting promotes interaction among members. Coupled with an informal continental breakfast or buffet lunch allows for efficient use of the time. The schedule must allow at least ½ hr for setup and takedown. The formal time for presentation should be 1 ½-2 hrs to allow time for judging. If the session is part of a meal then some time needs to allow for the presenters to eat. The presentation need not be immediately after setup. In fact there is some benefit to having the posters displayed ahead of the presentation to allow for attendees to preview the posters before the formal sessions. Publish set-up and takedown times in the schedule.

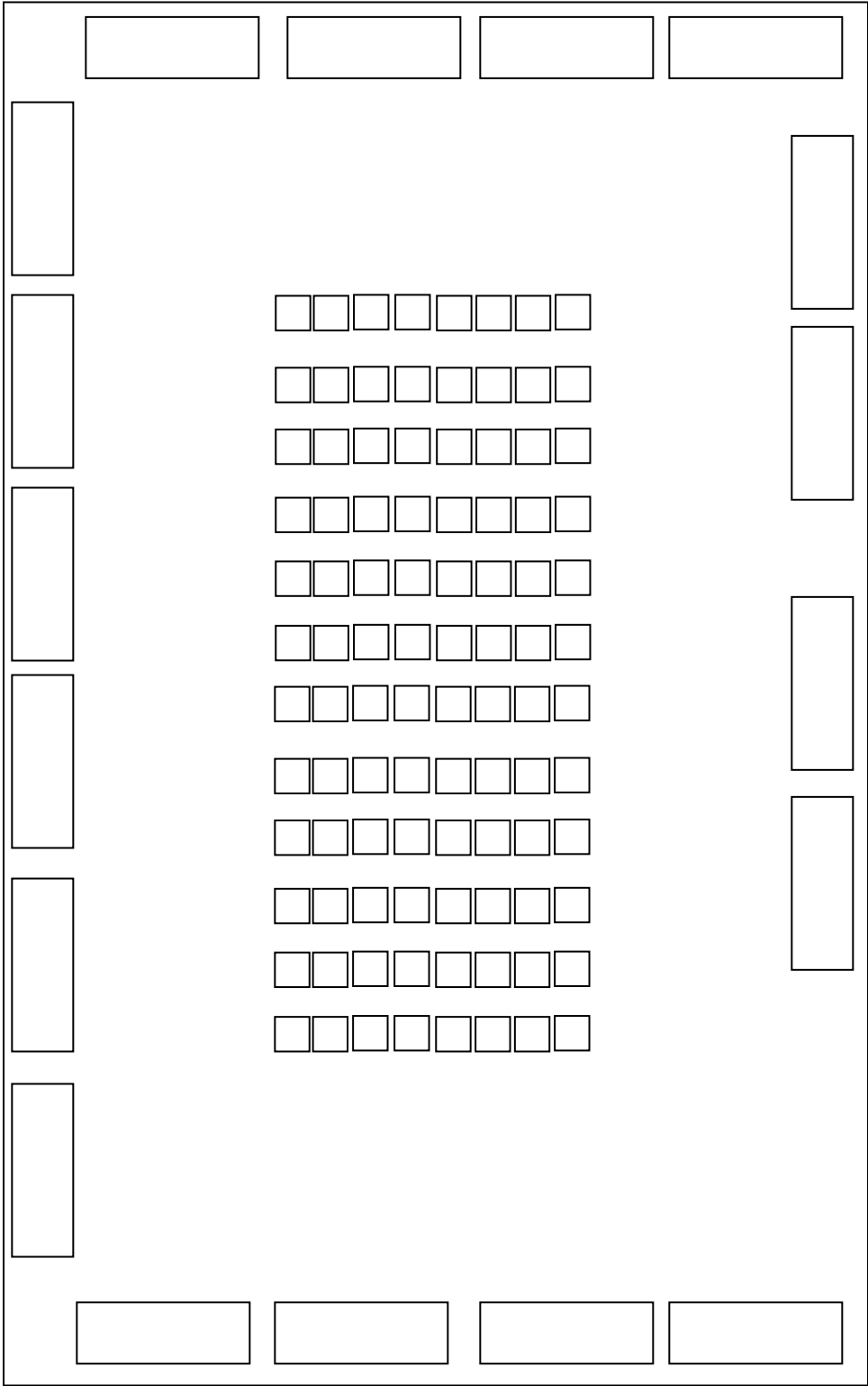
It is desirable to leave the posters display for some time and use the room for breaks so additional viewing time is allotted. For example might look something like:

Time	Event
7:00-7:30	Poster Setup
7:00-9:00	Session I
9:00-9:30	Break (in poster room)
9:30-11:00	Session II
11:00-1:30	Buffet Lunch in Poster Room
11:30-2:00	Poster Session
2:00-2:30	Break in Poster Room
2:30-4:00	Session II
5:00	Poster take down

Example Layout for Meal Serving

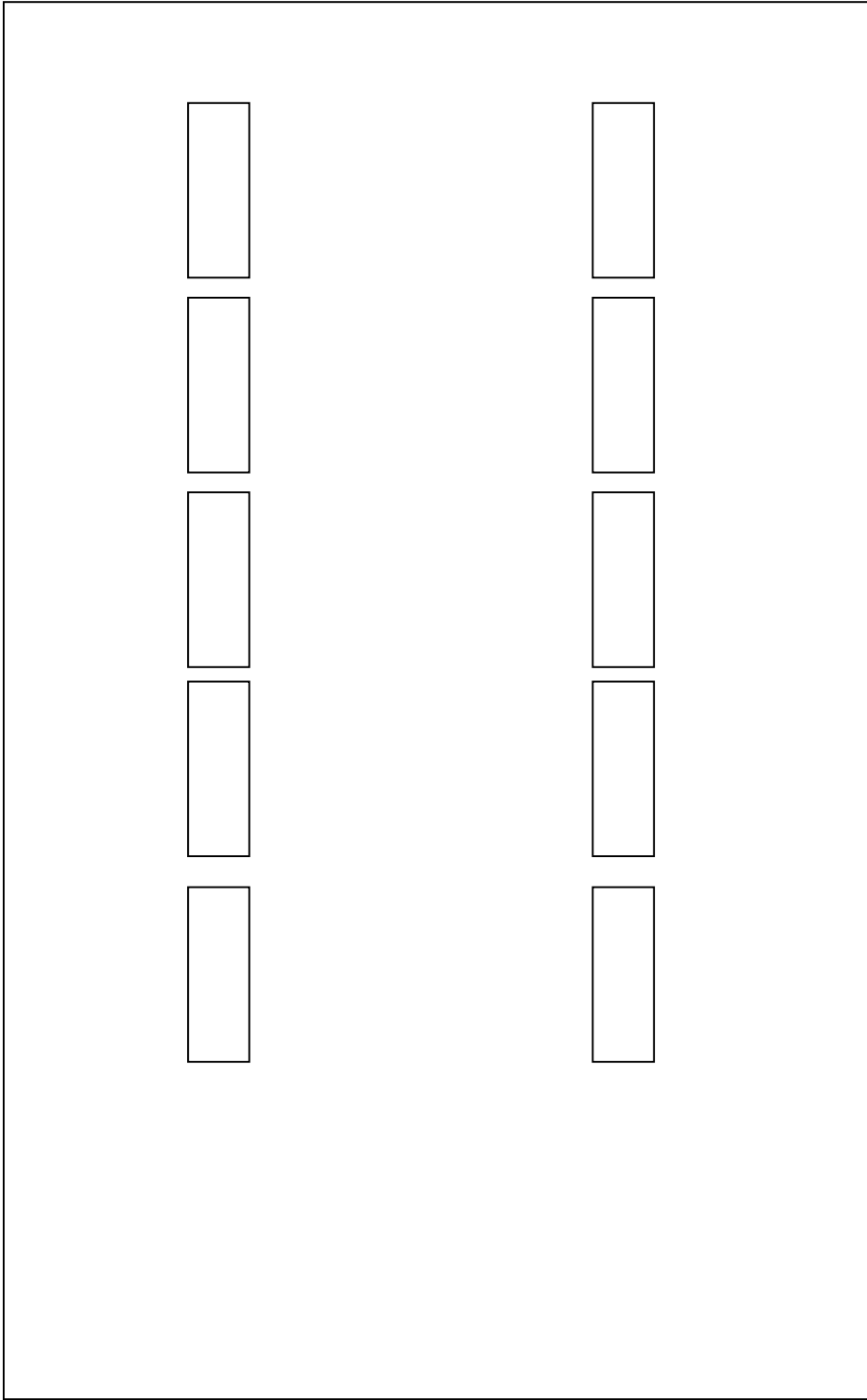


Example Layout for Meeting Use



Example Linear Layout

Posters boards are “tented” on tables allowing 4 poster per table. This setup may also work in a longer linear space, but 6’ or more needs to be provided on each side of the tables to allow for flow.



Poster Display Set-up

Standard 4' x 8' sheets of foam insulation can be purchased from most building suppliers. In some cases these can be delivered for a nominal fee.

Presentation Materials

Styrofoam or Polystyrene Rigid foam insulation board is readily available from building materials suppliers. ½" or ¾" thickness 4' x 8' sheets will work fine. Cost is generally \$8-10 per sheet. For perimeter setup simply lean the board against the wall. For "tenting" boards use clear packing tape at the top of the tent and tape down the board to the table. "T" pins are best used to attach poster since they are long and hold better.

At the conclusion of the conference you can donate foam board to a local ag program or Habitat for Humanity.

Conference Setup

Since boards are 8' long standard 30" x 8' tables are ideal. The ideal situation is to locate the poster session where the posters can be displayed both prior and after the poster session for viewing.

For perimeter displays (against the wall) the foam board can be leaned against the wall. This is the simplest setup. Each table/board setup will hold two posters.

Poster Mounting Supplies

Poster presentation facilities vary widely from venue to venue. Commonly foam insulation boards are provided for mounting. The following items are recommended and will allow mounting under a wide variety of conditions:

- 4 – 1" binder clips (can be used foam up to ¾" thick)
- "T" pins (work better in foam) or Push Pins
- Tape (can be used for repair as well as mounting)
- Adhesive Velcro (2')



“T” pins

Binder Clips