

# POSTER PRESENTATION SUBMISSION GUIDELINES

**Poster Content should summarize a project that relates to the conference focus.**

Posters should address one or more of the learning outcomes for the diversity conference:

1. Increase understanding of the interdependence of people (understand personal role within a community, citizenship)
2. Increase knowledge and skill in one's capacity to lead a department, team or unit.
3. Increase knowledge of self and self-improvement.
4. Increase knowledge and skills necessary for future employment.
5. Increase awareness of the ethnic, cultural and global community in which we are a part.

We encourage those who are developing, or have developed or implemented data collection instruments to display their work.

## Poster Guidelines

Posters should be:

- brief and clearly organized;
- simple, with an obvious theme; and
- easy to read from 4 to 6 feet away.

## Poster Dimensions

- All posters must fit into a 24" x 40" space.
- Presenters must provide their own Tri-fold board or other method of displaying posters.
- Display tables will be provided.

## Poster Set up and Removal

- Set up on Monday, March 22 between 7:30 and 8:00 a.m.
- Remove on Monday, March 22 by 5:00 p.m.

## Method of Submission

Poster proposals to be submitted by email as a Word or PDF attachment to Lisa Hess at [hesslb@jmu.edu](mailto:hesslb@jmu.edu). (She will confirm receipt of your proposal and distribute to selection committee from this central address.)

## Review and Notification Process

***Deadline for Submission of Proposals is Monday, November 30, 2009.***

After the proposal review process is complete, e-mail notifications will be sent to those whose proposals were accepted no later than December 9, 2009. E-mail notifications for the declined proposals will be sent no later than December 11, 2009.

## POSTER PRESENTATION PROPOSAL FORMAT

**Title of Poster:** A good title will arouse curiosity and inform the prospective participant as to the content of the activity.

**Brief Description:** Provide a brief summary of the content of the poster.

**Poster Contact:** Name, Title, Affiliation and contact information (phone & email) for the primary contact for the program. This person will handle all program-related communication.

**Poster Contributors:** Name, Title, Affiliation and contact information for all poster contributors including the poster contact (if a contributor). If not all have been settled, please indicate those asked and/or being considered.