



ACA Annual Conference & Exposition Education Session Presenter Guide For 30-Minute Project/Research Poster Sessions

Important Deadlines and Dates:

September 1, 2010: Deadline to provide any possible schedule conflicts (meetings or events during conference that you or your co-presenters will be at)

October 1, 2010: Deadline to edit printed information (presenter name(s), affiliation, etc.)

January 1, 2011: All presenters, including co-presenters, must register for the ACA 2010 Conference & Exposition. **You will not be able to present and your name will not appear in the Program Guide unless you register by January 1, 2011.** For information regarding registration please visit www.counseling.org/conference. We encourage you to register early to take advantage of lower registration fees.

March 1, 2011: Deadline to submit handout(s) to be posted online, if you are making your handout(s) available online.

During the Call for Proposals period you agreed to the following:

- a) The Primary Presenter must be a current ACA member in good standing.
- b) The Primary Presenter is also the contact person and is responsible for notifying all other participants of acceptance, scheduling, and any other information provided by ACA.
- c) To be available to present the program on any given day of the conference at any given time.
- d) To register for the Conference by January 1, 2011.
- e) To not charge a separate fee for attending the program.
- f) To not sell any products or services during the program.
- g) For safety purposes, to not use an open flame during the program. This includes, but is not limited to, the following: smoking, lighting and/or burning of candles or incense, etc.
- h) To provide 50 handouts in hard copy, or provide an electronic copy to ACA prior to March 1, 2011.

Speaker Ready Room

A Speaker Ready Room has been designated at the Conference Center for the use of all Conference Presenters. The Speaker Ready Room will be located on the second level, **room #R01 of the Ernest M. Morial Convention Center**, and will be open during the following days and times:

Wednesday, March 23: 8:00 am - 4:30 pm

Thursday, March 24: 8:00 am - 4:30 pm
Friday, March 25: 7:00 am - 5:00 pm
Saturday, March 26: 7:00 am – 5:00 pm
Sunday, March 27: 7:00 am – 5:00 pm

Presenters may stop in to receive a special Presenter Ribbons for your name badge and complementary coffee!

This guide has been developed to help you prepare for a successful presentation at the ACA 2011 Conference & Exposition

Guidelines for Preparing a Poster Presentation

30-Minute Project/Research Poster Sessions are designed to convey research findings and/or novel approaches to issues in a poster format. Through an “Interactive Style” attendees will be encouraged to “stop by” and visit with as many of the presenters of the sessions as they want and engage in interactive dialogue. Some participants may stay for only a few minutes and then move on to another presentation, while others will want to stay longer and go more in-depth on your topic.

The basic content of a Poster Session should include, although not be limited to, the following:

1. A title that appropriately describes your session.
2. An outline of a thesis, problem, or novel approach.
3. The method(s) used to achieve a solution to a problem or to implement a novel approach.
4. If appropriate, statistical data should be titled and summarized in a clear, concise format.
5. A clear, concise conclusion.

All Poster Sessions will be located in the Conference Center Exhibit Hall. You will be provided with an **8’ wide X 4’ high bulletin board** and a **supply of thumb tacks/push pins**. A table will be placed to the side of your bulletin board, for handouts and additional materials. No audiovisual equipment will be provided. You are responsible for setting up your poster session and removing it immediately following your presentation. Each session will be given a maximum of **15 minutes** before and after the session for set up and removal of materials. Sessions will start on time.

Your Poster Session must have a professional appearance. **Please remember to use large enough print, graphs, charts or designs to be easily viewed from a distance of not less than 8-10 feet.** We suggest using bullet or outline format. All type should be a minimum of 24-font size (1/4 inch). Posting of a small print paper/report is not professional or acceptable. During the session time, presenters will remain with their posters to discuss their projects, research findings and/or novel approaches with attendees.

HANDOUTS:

All Conference presenters are **REQUIRED** to bring handouts for their session, Session attendees find them a valuable asset. Please provide at least 50 copies of your handouts. On-site reproduction of handouts is at the expense of the presenter.

CANCELLATION:

Should cancellation of your presentation become necessary, please notify me immediately in writing at the address below. Please note that canceling an approved session may effect the approval of future Conference proposals.

If you have co-presenters, please inform them of the above guidelines.

ACA Contact:

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