



ACA 2012 Conference & Exposition Presenter Guide For 30-Minute Poster Sessions

Important Deadlines:

September 1, 2011: Deadline to provide any possible schedule conflicts (meetings or events during conference that you or your co-presenters will be at)

October 1, 2011: Deadline to edit printed information (presenter name(s), affiliation, etc.)

January 4, 2012: All presenters, including co-presenters, must register for the ACA 2012 Conference & Exposition. **You will not be able to present and your name will not appear in the Program Guide unless you register by January 4, 2012.** 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, 2012 Optional: Deadline to submit handout(s) to be posted online. If you are not making handout(s) available online, please bring at least 50 hardcopies with you to your session.

March 1, 2012 Optional: Deadline to submit picture and/or one paragraph bio to be posted 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) Presenters are responsible for all travel expenses including, but not limited to, lodging, transportation, and meals
- d) Presenters may not charge a separate fee for attending your session
- e) Presenters may not sell any products or services during the Conference. Presenters who wish to sell products or services must purchase exhibit space
- f) Presenters must be able to attend the ACA 2012 Conference and be available to present any time during the exhibit days (March 23-24, 2012)
- g) Presenters must register for the Conference by **January 4, 2012**. Presenters who are unable to register and present will not be listed in the Conference Program Guide
- h) Presenters are responsible for preparing all materials to be distributed to attendees. The presenter grants ACA the right to use these handouts in any manner consistent with professional development
- i) Presenters must submit handout(s) electronically by **March 1, 2012** to be posted online for attendees to access. If materials are not submitted by March 1, 2012 the presenter will be

responsible for the duplication and distribution of the materials at the time of the Education Session at the presenter's expense: 50 handout copies for a 30-minute poster session

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, if your handout(s) are not available online. On-site reproduction of handouts is at the expense of the presenter.

Speaker Ready Room

Stop in to receive a special Presenter Ribbon for your name badge, and grab a cup of complementary coffee!

The Speaker Ready Room, will be on the third floor of The Moscone Center, in **room 3020**, and will be open during the following days and times:

Friday, March 23: 10:30 am - 5:00 pm

Saturday, March 24: 10:30 am - 5:00 pm

Sunday, March 25: 7:00 am - 12:00 pm

CANCELLATION:

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

ACA Contact:

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