

AAAE Poster Session Guidelines

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Goals

The goal of the American Association for Agricultural Education (AAAE) Poster 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. Posters should NOT duplicate paper presentations at the same conference. At least one author of the poster must be a member of the AAAE. Poster topics should be of significant interest to the national membership.

Innovative Ideas Category

Posters in this category should present an innovative idea relevant to agricultural education practices at the secondary or post-secondary levels, extension education and practice, agricultural communications, or agricultural leadership. **Ideas must be implemented prior to submission.**

Research Category

Posters submitted in this category should address one of areas identified in the AAAE research agenda, although it is not required that the poster abstract specifically identify that connection. Research must be completed prior to the submission.

Submission Abstract Format

Abstracts will be submitted in **PDF format** to ensure 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 New Roman recommended).
- The type of poster should be stated at the top of the page (Research or Innovative Idea).
- 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 conference 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 (i.e. innovative or research), misspellings, author order, and author omissions. Authors are expected to provide requested information about their presentation requirements.

The poster abstract should have these headings/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 Conference Chair 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 who have not submitted a poster. Reviewers will not be assigned posters from their own institution. Graduate students are welcome to volunteer to be a poster reviewer.

Poster Submission & Review Manager will process the poster abstracts. Abstracts not submitted by the submission deadline will not be accepted. Poster abstracts not conforming to the required submission guidelines or format may be rejected prior to the review process. Posters may also be rejected if a reviewer identifies abstracts that do not confirm to the required submission guidelines.

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 Conference Chair may also use the reviewer’s comments in determining acceptance. Ranking will be by category.

Submitting authors will be notified and reviews made available at the completion of the review process.

The Conference Chair will allow editing of accepted abstracts for the proceedings to add a cover page, address reviewer comments, and unblind any state or university information. The completed revisions must still adhere to the page limit (one page cover, 2 page narrative, and one page of references). Authors will be notified with a due date for these revisions in the acceptance communication.

Model Timeline

Activity	Time Before Conference	Example
First Call	24 weeks	December 17
Second Call	16 weeks	February 4
Submission Deadline	12 weeks	March 4
Review Deadline	8 weeks	April 1
Author Notification	7 weeks	April 8
Conference	Conference Date	May 20

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.
- Innovative Idea and Research posters must present completed projects.

Reviewers should make constructive comments that will help the author improve future submissions. They should also enter a score for each area of the rubric and provide a final accept decision. If a reviewer believes that the poster should be disqualified, they will score it low and add a comment regarding the disqualification.

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 (innovative 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 New Roman recommended).
- All other formatting will follow current APA style.
- **File will be submitted online as a PDF to ease the creation of the 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

The Conference Chair will compile accepted abstracts for the Conference proceedings, which are posted on the AAAE conference website. The Conference Chair will include in the proceedings the names of the reviewers, the number of poster abstracts submitted, and the acceptance rate.

Presentation

Posters will not exceed 48" x 48." Note: This limitation is based on the commonly used 4' x 8' foam board.

Poster Session Reporting

The Conference Chair will include in the Committee report the names of the reviewers, the number of poster abstracts submitted, and the acceptance rate. The winners of the poster session will be forwarded to the secretary for inclusion in the minutes of the conference.

Poster Session Award Determination

At the national level, awards will be given based on "People's Choice" voting at the poster sessions. Awards will be given in both Innovative Idea and Research Categories. The results will be published in the meeting minutes. Each region can implement their own categories and voting/judging process.

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 has 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

Screenshot of what the online system looks like:

Reviewer:

Title:

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

Review Evaluation Guidelines (a rubric) are available from AAAE or from the event chair.

You may re-visit this form after submission.

Innovative Idea	Possible Points		Comments
	Points	Earned	
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		
Cost/Resources Needed	15		
References	5		
Clarity and Grammar (format)	10		
Total points earned		100	
<small>(totalled after scores are submitted)</small>			

General Reviewer Comments:

Your feedback is important. Please make general notes in the comments section below to share with the author(s).

If you believe this poster should be disqualified, please score low and write your rationale in the box above.

Acceptance:

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 AAAE community 0-3 points	Research has a regional need and is tied to the AAAE Research Agenda 4-7 points	Research has a broad need and is tied to the AAAE Research agenda 8-10 points
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

Screenshot of what the online system looks like:

Reviewer:

Title: I

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

Review Evaluation Guidelines (a rubric) are available from AAAE or from the event chair.

You may re-visit this form after submission.

Research	Possible Points		Comments
	Points	Earned	
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 and Grammar (format)	10		
Total points earned		100	
<small>(totalled after scores are submitted)</small>			

General Reviewer Comments:

Your feedback is important. Please make general notes in the comments section below to share with the author(s).

If you believe this poster should be disqualified, please score low and write your rationale in the box above.

Acceptance:

Appendix B – Abstract Template

Note: Review copies will not include the cover page. After the poster is accepted for presentation, the complete submission for proceedings should include a cover page, the two page abstract, and references (4 total pages, PDF format). A sample is shown on next page. References and tables should follow APA style. While not required, using the abstract headings described previously are recommended.

[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)

- Detweiler, E. (2012). "I Was Just Doing a Little Joke There": Irony and the Paradoxes of the Sitcom in The Office. *The Journal of Popular Culture*, 45(4), 727-748. DOI: 10.1111/j.1540-5931.2012.00955.x
- Vanderpyl, T. (2012). No Toby's Allowed: Mandates & Strategies to Take HR Global. *Strategic Leadership Review*, 1(1), 62.
- Wimmer, G., Meyers, C., Porter, H., & Shaw, M. (2012). Learning Vicariously: Students' Reflections of the Leadership Lessons Portrayed in The Office. *Journal of Leadership Education*, 11(2).

Appendix C – Task Assignments

Task	Poster Chair	Poster Manager
Set-up poster website		X
1 st Call (email to listserv and send to VP of Communications to post on conference website)	X	
2 nd Call (email)	X	
Support users in the submission process		X
Organize conference venue (in conjunction with conference planning team)	X	
Assign reviewers		X
Summarize reviews for chair		X
Determine which posters to accept	X	
Accept posters and notify authors		X
Coordinate poster session with conference planning team	X	
Compile Proceedings from final uploaded abstracts and provide to VP of Communications for posting on website	X	
Coordinate the “People’s Choice” voting process	X	
Tally and report poster awards	X	
Report on poster session to Program Improvement Committee and at AAAE business meeting	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 tablecloth 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 below (scale is approximately 1”= 8’).

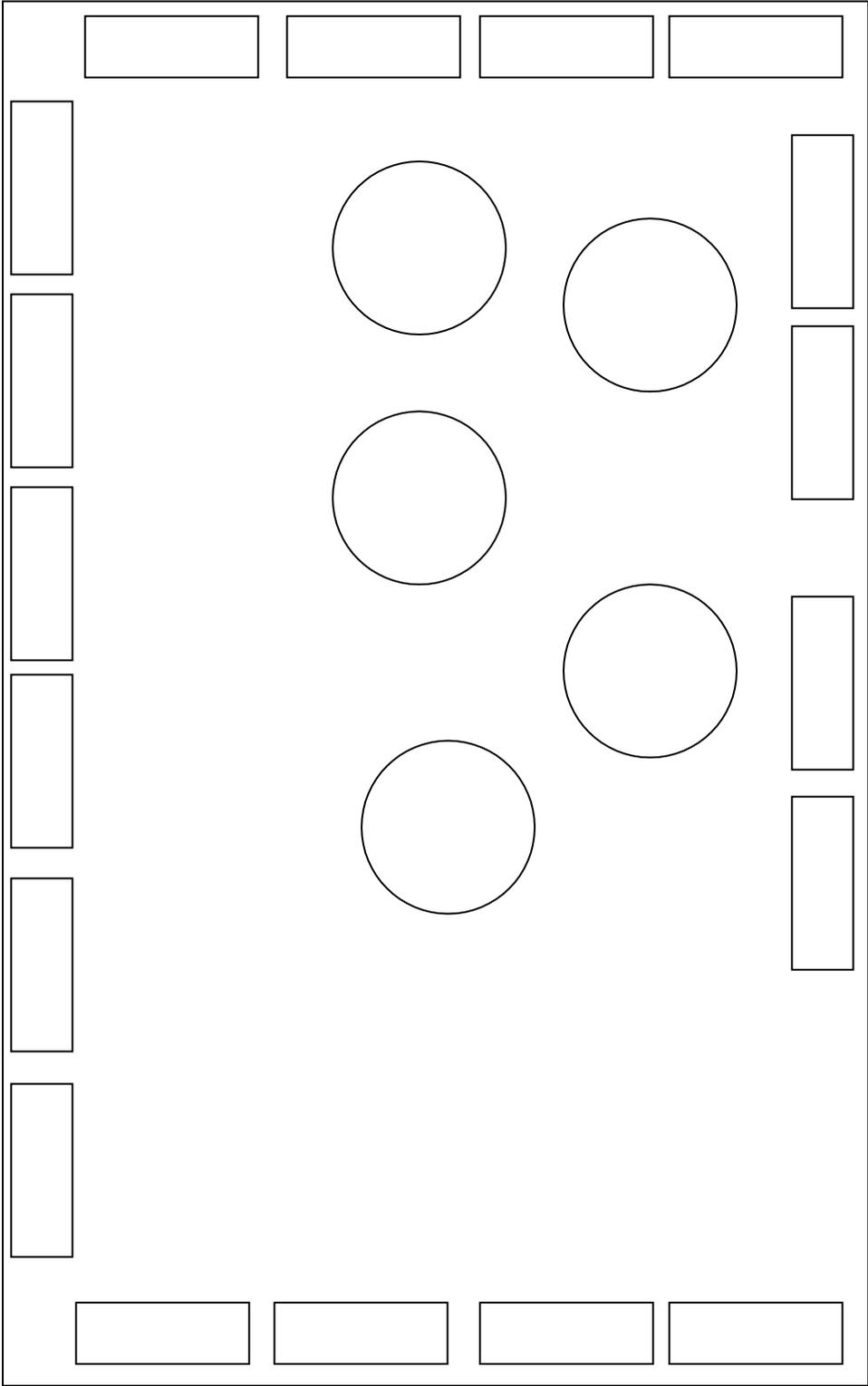
Schedule

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 adequate time for presenters and attendees to discuss the displayed posters. 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.

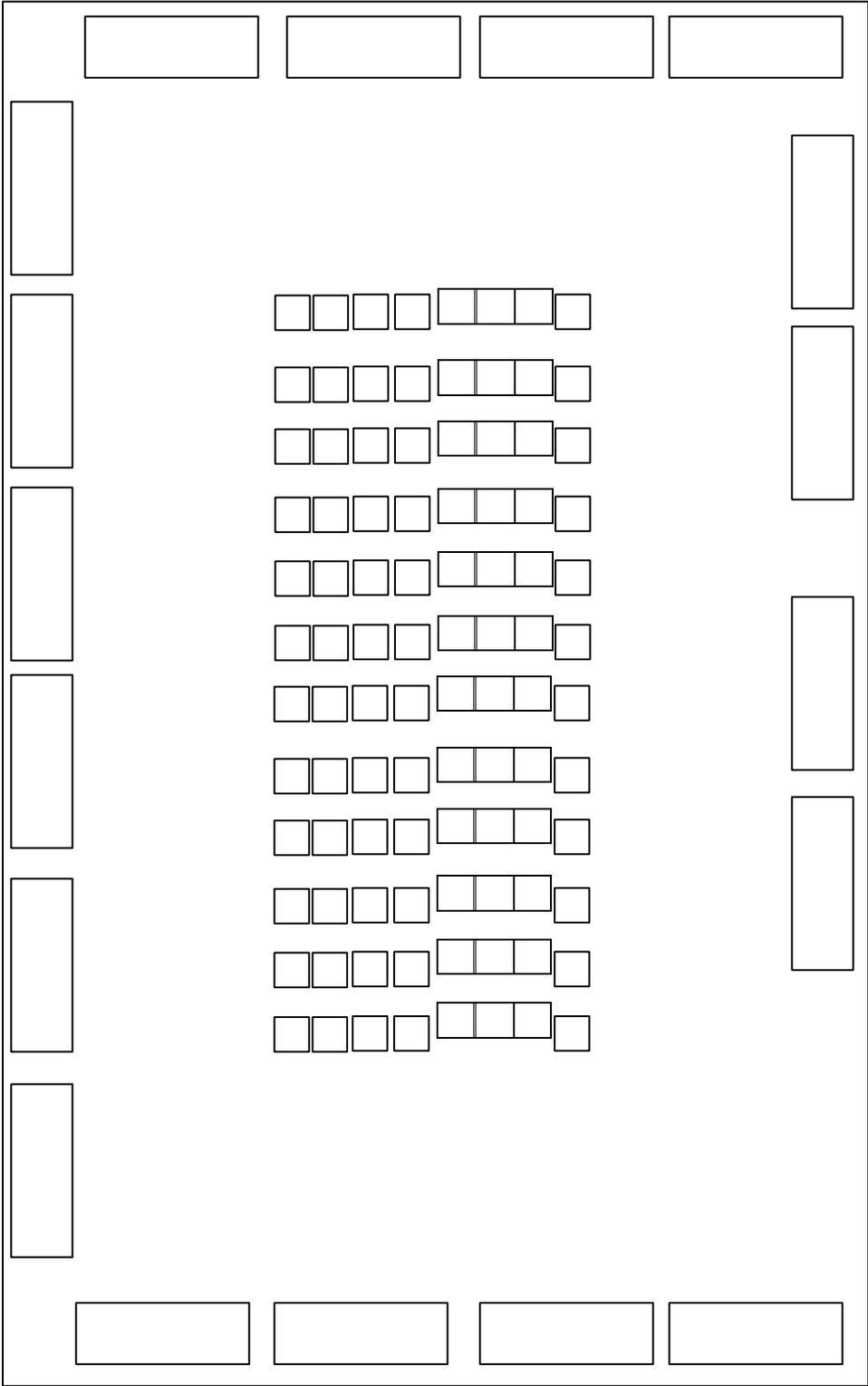
It is desirable to leave the posters on display for some time and use the room for breaks so additional viewing time is allotted. For example, a potential schedule might look something like:

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

Example Layout for Meal Serving

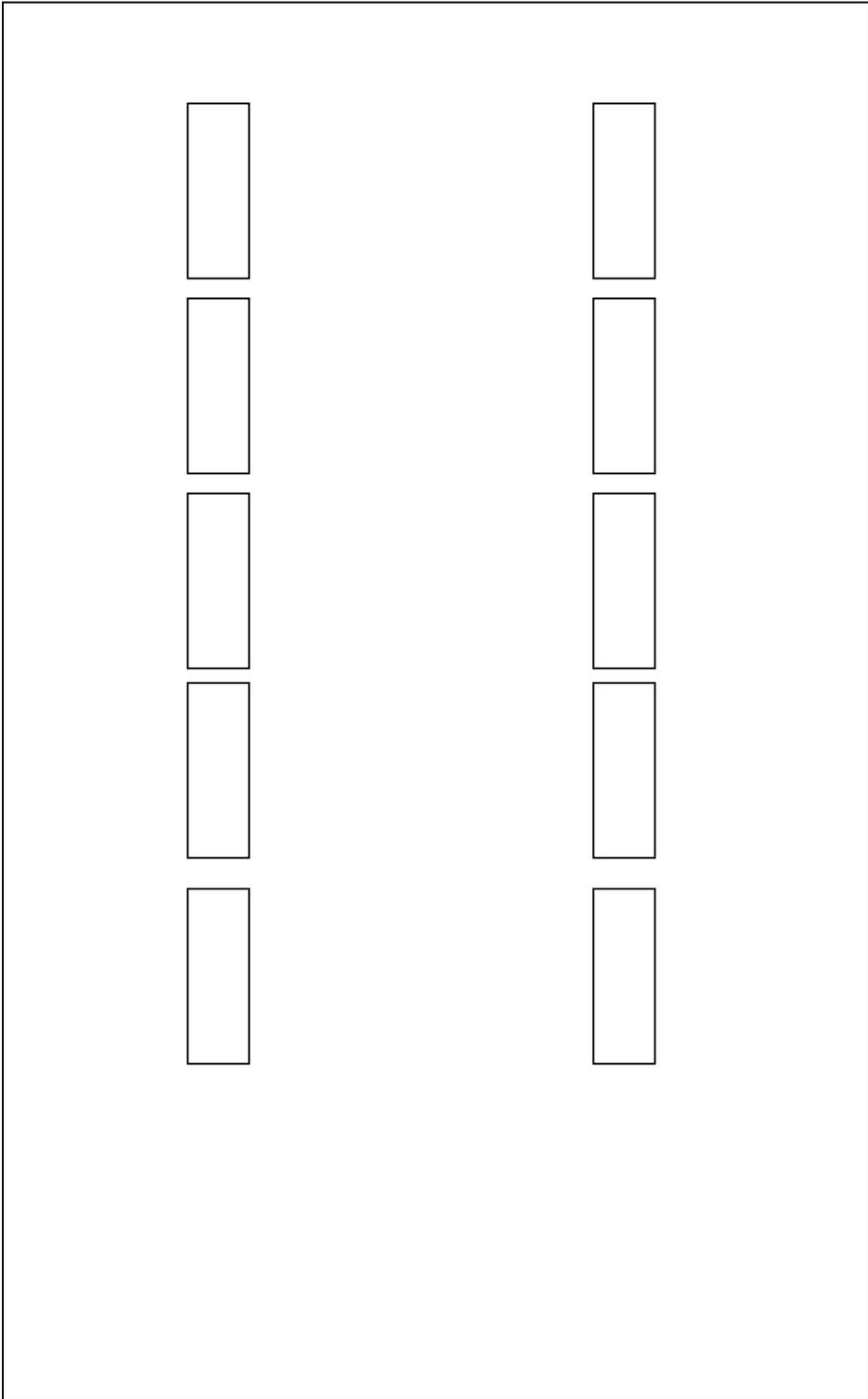


Example Layout for Meeting Use



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 ($\frac{1}{2}$ " or $\frac{3}{4}$ " 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 because 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

Because 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:

- 1" binder clips (can be used on foam up to $\frac{3}{4}$ " 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