

## 2017 Instructions for MFA Poster Presentations

- Advertising or product/brand promotion is not permitted.
- Posters should present an overview of the research, program or promising practice, including the rationale, population, brief description, the results and the value and applicability of the material.
- Photos and graphics in addition to text are encouraged.
- Availability of program resources and contact information are appropriate.
- You may submit more than one proposal.

**If your Poster Presentation is accepted, you may register for the conference at the speaker rate of \$175 if you are a current MFA member. The Student rate is just \$75.**

**Deadline for presentation poster submissions is September 1<sup>st</sup>.  
Those accepted will be notified by September 11<sup>th</sup>.**

**Poster Presentation times will be on:  
Thursday, November 9 from 3:30-4:30pm and again on Friday, November 10 from 3-4pm.**

**You are responsible for handling your poster shipping. It is advised to have it shipped to your hotel by Wednesday, November 8<sup>th</sup>. You may set up the board on the designated tabletop anytime on Wednesday or Thursday morning.**

1. **The display board may not be any larger than a Tri-Fold Display Board with dimensions of 36" x 48".** It may be smaller at your discretion. You will be display it on a tabletop. The poster title and author need to be prominently displayed across the top border with lettering height between 1 and 2 inches (2.5 to 5.0 cm).
2. Poster displays must include at a minimum, the RESEARCH QUESTION, an ABSTRACT, EXPERIMENTAL DESIGN, METHODOLOGY, FINDINGS, and CONCLUSION. Depending on the focus of the research, include as appropriate some or all of the TABLES, FIGURES, ILLUSTRATIONS, PHOTOGRAPHS and LEGENDS. These materials will be viewed from a distance of about 3 feet, so choose large type or print font and points that can be read from that distance. One example that works well: a Times New Roman font in 18 point that results in 11 characters and spaces per horizontal inch, and 4 lines per vertical inch.
3. Include and arrange all material in an articulate and coherent manner.
  - a. In the ABSTRACT briefly summarize the necessary background that led to the work and clearly identify the purpose of the experiment. Identify the questions asked or hypothesis(es) tested.
  - b. Provide sufficient detail of the EXPERIMENTAL DESIGN and the METHODS employed to do the work, including number and necessary demographics.
  - c. RESULTS should be effectively presented by table, figure, illustration and/or photograph.
    - i. SUMMARY AND CONCLUSION – briefly describe the basis of the work and what inferences may be drawn.
    - ii. ACKNOWLEDGMENT – identify funding source(s), institutional support, individuals who have contributed and who are not listed as authors.
    - iii. Consider distributing a HANDOUT during presentation time if there is a need for it or have copies available on the tabletop.