

The CEC Convention Poster Presenter Handbook

Updated: September 2023

This handbook has been prepared to help you develop and present a successful poster presentation at the CEC 2024 Annual Convention & Expo. The contents should assist you in providing your participants with a positive, practical, educational experience and ensuring that your professionalism and expertise are appropriately presented.

A poster session is a graphic presentation. A poster is not simply a research paper tacked onto a board. You illustrate your findings by displaying graphs, photos, diagrams, and a small amount of text on the poster. You will then hold discussions with the attendees who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions.

Introduction

The CEC 2024 Annual Convention & Expo offers learning and networking opportunities for special education professionals and stakeholders. The program has been selected to represent current issues and to share best practices. The mix of general sessions and educational breakout sessions will allow attendees to customize their own experience and leave the conference with knowledge and tools they can use immediately.

This handbook has been prepared to help you develop and present a successful presentation at the CEC 2024 Annual Convention & Expo. The contents should assist you in meeting these goals:

- Provide participants with a positive, practical, educational experience.
- Ensure that your professionalism and expertise are appropriately presented.

CEC strives for excellence in each of our programs, and we know you will too. Our staff is on hand to assist you in any way through all phases of program planning and implementation. If you have any questions, please do not hesitate to call on us.

CEC Convention Team

convention@exceptionalchildren.org | ceconvention.org

Table of Contents

Introduction.....	1
Important Dates and Deadlines	2
Poster Details.....	2
Handout Guidelines and Instructions	8
Appendix A: Speaker Agreement	11
Appendix B: Accessibility Guidelines for Poster Presentations	13

Important Dates and Deadlines

Please send your questions to convention@exceptionalchildren.org. Include your session number and title in all email inquiries. Updates and reminders will be provided over the next several months. If you are part of a presentation with multiple presenters, please be sure all your co-presenters have also received any updates.

Important Dates to Remember

Late September/ Early October 2023	Presenter notification emails sent
October 13, 2023	Presenter acceptance & agreement form due
October 26, 2023	Registration Deadline for Presenters
February 12, 2024	Housing deadline
February 12, 2024	Accessibility services request due. Send an email to accessibility@exceptionalchildren.org
March 4, 2024	Convention App Updates Deadline (speaker profile & handouts)

Poster Details

Size

- Posters will be mounted on double-sided 4' (48") high by 6' (72") wide cork message boards with poster sessions on each side of the board. While CEC will try to make items such as push pins or double-sided tape for mounting display materials on the board available, we encourage you to bring your own mounting materials as well.
 - All posters should be made to fit within these specifications. Materials should not be set up on the floor or leaned against the poster in any way.

Printing

- Order your prints online from UPS
 - You can have your poster(s) printed by the UPS on the main floor of the Convention Center and pick them up upon arrival. *
- Print on your own
 - How to print using PPT:
 - <https://assure.as.ua.edu/poster-guide/>
 - <https://libguides.uccs.edu/c.php?g=117491&p=764755>
 - <https://designshack.net/articles/business-articles/how-to-make-a-poster-in-powerpoint/>
 - <https://slideuplift.com/blog/tips-for-cool-powerpoint-presentations/how-to-make-a-poster-in-powerpoint/>
 - Print at any local shop near you.

What to Include

- There are many ways to present a poster session. The presentation of your poster will depend on the type of research, instructional strategy, or effective practice you are presenting.
- Your display should contain:
 - Presentation/poster title
 - Presenter(s) names & contact information
 - All illustrations, tables, graphs, and photographs

Accessibility

Poster presenters should consider all possible audience participants when creating the poster, including those who are blind or have low vision, those who are deaf or hard of hearing, and those with mobility or physical challenges.

- Keep push pins off the floor; they can puncture wheelchair and scooter tires.
- Offer to describe your poster to attendees who are blind or have low vision.
- Consider modifying your poster font and layout to make it accessible to attendees with low vision.
- Text
 - The material should be well labeled and legible from a distance of 2 yards.
 - Lettering should be **bold**.
 - If you will be posting typed material that is not your poster:
 - Use a large font size (20–24-point font) on white, pale yellow or cream-colored non-glossy paper.
 - Use 1-inch margins.
 - Avoid use of fancy fonts. Simple serif fonts such as “Times New Roman” are easier to read than sans serif fonts such as “Geneva.”
 - Use upper and lowercase letters.
- Check out [Appendix B: Accessibility Guidelines for Poster Presentations](#) for suggested text size, type, and coloring.
 - It is important that you review these prior to finalizing the design of your poster presentation.

Additional Materials

- While CEC will try to make items such as push pins or double-sided tape for mounting display materials on the board available, we encourage you to bring your own mounting materials as well.
- Electricity and AV equipment will not be available for Poster Sessions.
- Consider bringing:
 - Copies of your research to give to interested attendees
 - Copies of your CV
 - Business cards

Presenting Your Poster

Set-up & Tear Down

- Set-up your poster at your assigned spot **15 minutes before** the start of your time slot.
- To locate your assigned poster board, look for the one or two digit number at the end of the session number your poster was assigned (example: for poster number Poster C-12, look for the number 12 mounted in the corner of the poster board.)
 - **It is important that you DO NOT move locations.** The numbers allow attendees to easily locate the poster presentation they are interested in reviewing.
- At the conclusion of your session, you have 15 minutes to dismantle your poster.

Where Should You Be?

- With your poster!
 - It is important that you remain with your display for the duration of the session.
- Interaction between the poster session presenter(s) and convention attendees is vital, as attendees might have questions about the research or findings being presented.
- NOTE: Sessions unattended will be dismantled and discarded.

Presentation Considerations

- Be aware of the attendees visiting your poster. Be considerate of all participants and particularly aware of any individuals with disabilities and be responsive to their needs. Take time to observe the needs of your attendees, and feel free to ask how you can best meet the needs of individual attendees.
- Tips for a successful presentation:
 - Speak clearly and at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters time to translate what you are saying.
 - Face the attendees as much as possible. Do not cover your mouth when speaking.
 - Clearly describe visual aids, including writing on slides, boards, and flipcharts. Be specific when referring to charts, numbers, demonstration materials, and board or flipchart writing. Provide a verbal explanation of all visual materials used to illustrate the lecture. For example: "This slide covers these three key points..." "This graph illustrates these key points..."
 - If possible, when they are present, make sure that sign language interpreters have a copy of your presentation before you begin. Always speak to the participants, not the interpreter.
- Be aware of written information.
 - Consider bringing a few large-print copies of materials you plan to distribute for participants with visual impairments.
 - Ensure any handouts you make available digitally are compatible with screen readers.
 - Microsoft Word - <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>

- Microsoft PowerPoint - <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows>
- Google Docs or Presentations: <https://support.google.com/docs/answer/6199477?hl=en>

Plan & Prepare

- Many posters can be designed using a PowerPoint slide template.
- Posters should be well laid out and formatted, visually appealing with the use of color, and present a professional image. Do not laminate the poster because of potential glare from overhead lights.
- Keep in mind that your information must be concise; focus on summarizing the information of your presentation.
- Select the most notable aspects of your research because not all the information can be presented. For presentations on research, usually the Results and Discussion sections are the emphasis of the poster presentation. Next in emphasis would usually be the Conclusion, Methodology, Abstract, and Literature Review.
- Because this is a formal and professional presentation, posters **should not** contain arts and craft items such as glitter, handwritten or hand-colored items, pictures cut out of a magazine, and so forth.
- Leave about 4 to 8 inches between the columns of your poster.
- Ideally you should stand near the last column so that readers can ask you a question after viewing all the poster sections.
- The most natural way for a reader to proceed is left to right, so begin your abstract in the upper left corner and end with your Conclusions or Summary in the lower right corner.
- Arrange your material in columns that can be read top to bottom. Thus, a viewer can read the far-left column, and then step to the right to read the next section, which will allow another viewer to start reading the first column. Leave a reasonable amount of space between columns.
- Do not put key information (e.g., a photo or table of results) at the very bottom of a column so that a reader must squat down to see the information clearly.
- Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use colored backgrounds to delineate sections.

Planning Sections of the Poster Board

Title

- Center the title at the top of the poster
- Place author name(s) under the title; do not forget to include the appropriate credentials after the names.
- Include the sponsoring institution or worksite under the presenters' names.
- The title should be readable from a distance of 20 feet, be bold and dark, and be in a simple serif font.
 - Reasonable font sizes range from 135 to 210 point.
- Author names should be readable from a distance of 10 feet and be in a bold and dark simple serif font.

- Reasonable for sizes range from 72 to 150 point.

Headings of Each Section of the Poster

(i.e., Abstract, Methodology, Discussion)

- Use consistent font style for all headings
- Use simple serif font
- Use the boldest and darkest font possible
- Make font size large enough to be easily read from a distance of 4 feet.
 - Reasonable font sizes might range from 48 point to 60 point

Text

- Use consistent font style for all text
- Use simple serif font
- Use the boldest and darkest font possible
- Make font size large enough to be easily read from a distance of 4 feet.
 - Reasonable font sizes range from 24 point to 36 point.
- Use double or 1.5 line spacing

Abstract

- Be sure to include the following:
 - Objective – Statement of the Problem or Research Question(s)
 - Brief Methodology
 - Results
 - Discussion
 - Conclusion

Background or Literature Review

- Should be one or two paragraphs in length.
- Highly synthesized section – abbreviated Introduction and literature review section ending with the purpose, hypothesis or research question, or research objective.

Methodology

- Include design, participants, instrument(s), and procedures.

Results

- Should comprise majority of poster. Although often one of the short portions of a written paper, it is the major portion of a well-designed poster.
- Include main findings.
- Report factual data in enough detail to support conclusions drawn.
- Factual data should be followed by tables and figures.
- Tables and/or figures will have a greater visual appeal if they are in color. Be sure and label or title each table or figure or note explanation at the bottom of the table or figure.

- May relate results with research question(s) if not in Discussion section.

Discussion

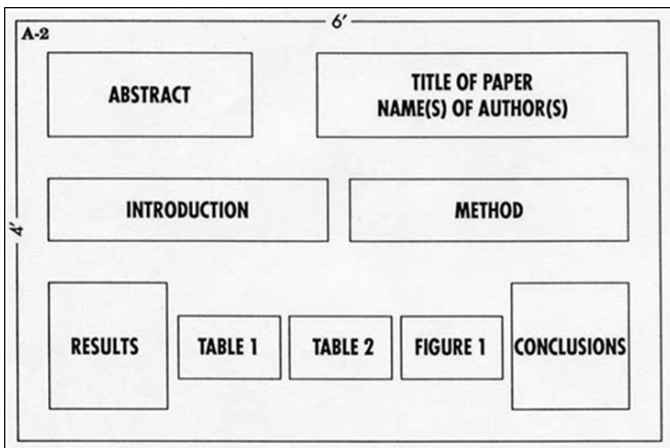
- May relate results with research questions(s) if not in Results section.
- Include interpretations of the results.
- Include a concise comparison with literature reviews.
- Include research or practice implications.

Conclusion

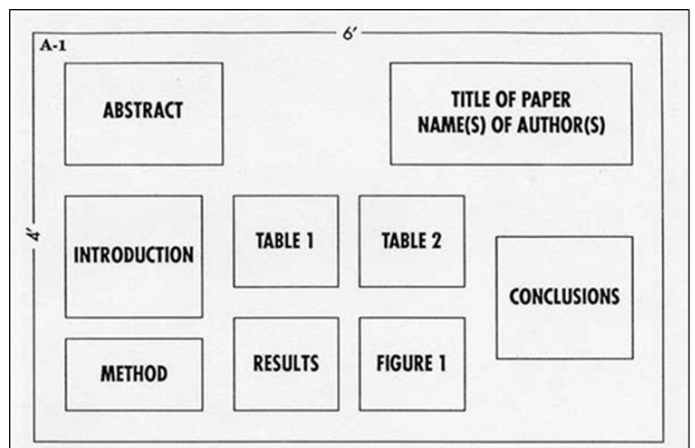
- Include summary of findings and implications.
- Identify future lines of inquiries or research.

Poster Layout Examples

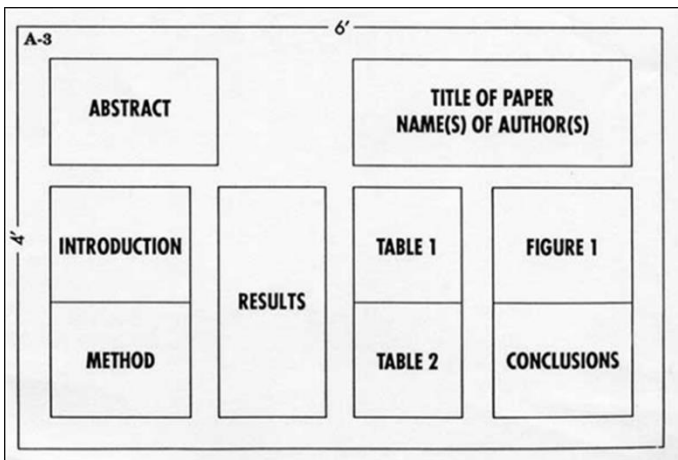
Poster Example 1



Poster Example 2



Poster Example 3



Poster Printing Options

A UPS store is available [on the main floor of the Convention Center.](#)

CEC does not partner with any company for poster printing. For options outside of the local FedEx center, here is a list of companies that previous poster presenters have suggested.

- [PosterPresentations.com](#)
- [Make Signs](#)
- [Mega Print Inc](#)
- [Spoonflower](#)
- [PhD Posters](#)

Handout Guidelines and Instructions

Every presenter is encouraged to provide a handout to all attendees through the convention app. For a poster presentation, this may be a version of your poster, or additional information regarding your research.

We encourage you to provide the handout(s) in the convention app before the March 4, 2024 deadline to allow attendees time to review them as they build their conference schedule.

Guidelines for Handouts in the Convention App

- Only PDF files are accepted. Maximum of 3 files per presentation.
- File size should not exceed 10MB (Many factors contribute to file size such as image size, formatting, embedded media files).
- If you are providing your poster as the handout, please save it as a full-page slide when converting the file to a PDF format.
- A session handout can be:
 - A full copy of your poster
 - A modified copy of the poster with proprietary information removed
 - A list of resources
 - A summary of your poster
- Be sure to include your name, date of poster presentation, and poster title on all provided handouts.

Instructions for Uploading Your Handouts

All files will be uploaded through the convention app. Once you have access to our convention app (information will come in a separate email), follow these steps:

- Using the link provided in a separate email about convention app, find your session that you want to upload handouts for.
- Click the “Add Document” button and upload the document.
- Click “Save.”

Creating Your Handout

Use your best judgement, and whatever you decide to provide as the handout, use it to reinforce the information you present in a poster. Handouts should supply the attendees with an outline of your salient points.

Poster sessions are much different than classroom lectures, workshop presentations, and other educational sessions at Convention. Attendees are participating in a number of sessions over several days and may visit many posters during the sessions. Provide in the handout what is needed to clarify your poster and perhaps resources for further discovery and your contact information in case someone desires more in-depth material(s) after the poster session or is not able to get to all the questions with you during the poster session.

Attendees are often looking for a copy of the poster in the handouts and it will require no additional work for you. Handouts do not have to be the poster but do need to provide information that attendees can use when they return to their work setting. Informative handouts, uploaded early, can also boost traffic to your poster. Here are some ideas if you do not provide the poster:

- Poster with proprietary information removed, such as ongoing data collection, forms you have created, etc.
- Synopsis or outline of your poster
- List of resources, supporting documents or references
- Key points of your poster
- Get creative!

Some examples of information that might be appropriate for a handout include the following:

- Drawings, diagrams, or charts
- Forms, checklists, or samples
- Glossaries or statistics (Use only if this information is critical in following your poster presentation.)
- Article reprints (Rarely necessary; interested persons can find this information from a reference.)
- Bibliographies (These can be made available to those interested but are not necessary for all participants. Instruct attendees to contact you after the presentation for a Bibliography, if interested.)

Always number your handout pages for easy reference during your poster presentation and include your poster title and number on all handouts.

All handouts should be posted to the CEC Convention App and attendees will be able to access the handouts prior to and after the event. This way, all attendees will have access to all handouts. You may choose to provide printed copies of your handouts; please note that CEC does not reimburse presenters for printing expenses.

Handout Accessibility

Individuals who are blind or have low vision may not be able to read standard sized print on your handouts. As your handouts are provided electronically in PDF format, attendees will not be able to make changes on an individual basis.

If you are providing an alternative handout:

- Print on single-sided 8.5 x 11" paper and stapled at the top left corner
- Use letter orientation, unless a visual element requires landscape orientation, to achieve maximum visibility
- Left justify all paragraphs and do not use columns
- Keep a one-inch margin on all sides
- Use 18-point font for all text, including body text, footers, page numbers, references, disclaimers, and labels on charts and graphs. Larger fonts may be used for headings.
- Use a bold serif font (such as Times New Roman) for body text and a bold simple sans-serif font (such as Arial) for headings and other information that is set apart from body text. Do not use any compressed fonts.
- Make lines heavy/thick in charts and graphs.
- Use a minimum of 1.5 line spacing; use double spacing when possible
 - Do not use small caps, italics, or all caps for text. Use initial caps and lower case for titles and text
 - Use underlining for emphasis instead of italics
 - Delete decorative graphics that do not contribute to the meaning of the information being presented.

Information gathered from the Association of University Centers on Disabilities (AUCD) www.aucd.org

Appendix A: Speaker Agreement

The following policies must be agreed to in order to be part of the programming at CEC 2024. You will be asked to agree to all of the following on a digital form to be completed by October 13, 2024.

Proposal Acceptance & Confirmation

CEC reserves the right to assign the day and time that accepted proposals will be scheduled. The date and format of your presentation is described in your acceptance email sent in late August.

Registration

All presenters whose proposals are accepted for presentation must register for the convention by October 26, 2023 to remain on the program. You must register for either a full convention registration or may choose to register for a single-day registration for the day you are presenting. If you are presenting on multiple days, you must register for a full convention registration.

Event Rules & Conditions

You agree to abide by any and all event rules and conditions in place at the time of the convention, including all health and safety policies. You understand that CEC's number one priority is the health and safety of our attendees, and policies may change to reflect the most appropriate guidance at the time of the convention. All event rules & conditions, including all health & safety policies, can be reviewed at cecconvention.org/about/policies.

Handouts

Session handouts are an important part of session attendees' overall convention experience and serve as a resource after the participant leaves your session. You will make every effort to upload a handout for attendees by the suggested deadline of March 4, 2024 to allow attendees time to review them as they build their conference schedule. NOTE: A handout does not need to be a copy of the session slides or actual poster. See pages 8-9 for suggestions on what you may choose to use for a handout.

Promotion is Prohibited

You understand and agree that your presentation does not promote commercially available products, services, or programs. The venue for commercially available products is an Exhibitor Showcase Session.

Copyrights, Royalties, and Trademarks

You, the presenter, are responsible for securing copyright permission for any and all copyright-protected material(s). This is not only CEC's policy, it's the law.

You warrant that no literary or artistic work or other property protected by copyright will be performed, reproduced, or used, nor will the name of any entity protected by trademark be reproduced or used by you during your speech and presentation (including but not limited to any exhibits, movie clips, videos, graphics) unless you have obtained written permission from the copyright or trademark holder. You covenant to comply strictly with all laws respecting copyright, royalties, and trademarks. You shall indemnify and hold CEC, its officers, agents, and employees

harmless from all claims, losses, and damages (including court costs and attorney fees) with respect to any such copyright, royalty, or trademark rights.

Audio-Visual Equipment

AV equipment and electricity will not be available for poster presentations.

Appendix B: Accessibility Guidelines for Poster Presentations

Poster Text Guidelines

- Text sizes:
 - The poster title should be readable from a distance of 20 feet, be bold and dark, and be in a simple serif font.
 - Reasonable font sizes range from 135 to 210 point.
 - Author names should be readable from a distance of 10 feet and be in a bold and dark simple serif font.
 - Reasonable for sizes range from 72 to 150 point.
 - Section headings should be readable from a distance of 4 feet and be in a bold and dark simple serif font.
 - Reasonable for sizes range from 48 to 60 point.
 - Text should be readable from a distance of 4 feet and be in a bold and dark simple serif font.
 - Reasonable for sizes range from 24 to 36 point.
- In general:
 - Use consistent font style between all headings, and between all text.
 - Use simple serif font
 - Use the boldest and darkest font possible
 - Use double or 1.5 line spacing for all text

Making Your Presenting Accessible

The most important aspect of an “accessible presentation” is a presenter who is responsive to the needs of each participant and takes the lead in creating a receptive and accommodating atmosphere. All participants should be afforded the same opportunities to benefit from the session and experiential activities.

Consider the following suggestions:

- Be aware of the audience. Be considerate of all participants and particularly aware of any individuals with disabilities in the audience and be responsive to their needs. Take time to observe the needs of your audience, and feel free to ask how you can best meet the needs of individual members of the audience as well as the audience as a whole.
- Be aware of your presentation skills.
 - Speak clearly and at a moderate pace. This practice promotes understanding in the audience and allows sign language interpreters time to translate what you are saying.
 - Face the attendees as much as possible. Do not cover your mouth when speaking.
 - Clearly describe visual aids, including writing on slides, boards, and flipcharts. Be specific when referring to charts, numbers, demonstration materials, and board or flipchart writing. Provide a verbal explanation of all visual materials used to illustrate the lecture. For example: “This slide covers these three key points...” “This graph illustrates these key points...”

- If possible, when they are present, make sure that sign language interpreters have a copy of your presentation before you begin. Always speak to the participants, not the interpreter.
- Be aware of written information.
 - Consider bringing a few large-print copies of materials you plan to distribute for participants with visual impairments.
 - Ensure any handouts you make available digitally are compatible with screen readers.
 - Microsoft Word - <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>
 - Microsoft PowerPoint - <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows>
 - Google Docs or Presentations: <https://support.google.com/docs/answer/6199477?hl=en>

Handout Accessibility

Digital Handout Accessibility

Please ensure that any digital handouts you provide are accessible. Please make sure your handout is compatible with screen readers:

- Include alternative text for all visuals (photos, images, charts, graphs, etc.)
- Make sure content will be read by screen readers in the order you intend.
- Ensure that color is not the only way of conveying information.
 - Microsoft Word - <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>
 - Microsoft PowerPoint - <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#PickTab=Windows>
 - Google Docs or Presentations: <https://support.google.com/docs/answer/6199477?hl=en>
- If you turn your handouts into PDF documents as is recommended, be sure your accessibility carries over.
 - Workflow for Creating Accessible PDFs - <https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html>

Printed Handout Accessibility

If you choose to provide printed handouts yourself at your poster, please remember that individuals who are blind or have low vision may not be able to read standard-sized print on your handouts.

If you are providing an alternative printed handout:

- Print on single-sided 8.5 x 11" paper and stapled at the top left corner

- Use letter orientation, unless a visual element requires landscape orientation, to achieve maximum visibility
- Left justify all paragraphs and do not use columns
- Keep a one-inch margin on all sides
- Use 18-point font for all text, including body text, footers, page numbers, references, disclaimers, and labels on charts and graphs. Larger fonts may be used for headings.
- Use a bold serif font (such as Times New Roman) for body text and a bold simple sans-serif font (such as Arial) for headings and other information that is set apart from body text. Do not use any compressed fonts.
- Make lines heavy/thick in charts and graphs.
- Use a minimum of 1.5 line spacing; use double spacing when possible
- Do not use small caps, italics, or all caps for text. Use initial caps and lower case for titles and text.
- Use underlining for emphasis instead of italics
- Delete decorative graphics that do not contribute to the meaning of the information being presented.

Information gathered from the Association of University Centers on Disabilities (AUCD) www.aucd.org