

# FOTA19 Student Poster Guidelines

**Submission Deadline: July 15, 2019**



The FOTA conference is scheduled for Saturday November 16 and Sunday November 17, 2019 at the Renaissance Orlando at SeaWorld® 6677 Sea Harbor Drive, Orlando, Florida 32821.

1. **Schedule:** The student poster viewing/presentations are scheduled in three sessions, each one hour in length on Saturday & Sunday, November 16-17. The awards will be presented Sunday afternoon. The schedule for days, times for all student poster related events will be announced in the final conference schedule.
2. **Submit your proposal** online at [www.flota.org](http://www.flota.org) by July 15, 2019. You **MUST** include:
  - a. A descriptive title for the poster - **Do Not Use All Caps**.
  - b. Primary student name, e-mail and phone contact. The primary student will be the single point of contact from FOTA.
  - c. Names, e-mails and phone contacts for up to four (4) additional students per poster
  - d. School affiliation and school address
  - e. Faculty advisor name and credentials
  - f. Faculty advisor e-mail and phone contact
3. **Submit poster information:**
  - a. Abstract: this is a descriptive overview of your poster (max 70 words)
  - b. Learning Objectives for attendees (3 learning objects & max 200 words)
  - c. References: APA citation of resources used
4. **Poster Review:** The Conference Education Committee reviews all student poster proposals. All posters will be accepted, unless you are notified and asked to submit revisions. Upon revision completion, submission will be approved and accepted.
5. All **student poster presenters MUST register for conference** online at [www.flota.org](http://www.flota.org). Student poster presenters qualify for a discounted conference presenter rate. Students are encouraged to register before the early bird deadline; after the deadline, all registration fees are increased. Visit [www.flota.org](http://www.flota.org) for details.
6. **Presenter Check in:** Student poster presenters will check-in at the registration desk on the day of the conference to receive conference package and a speaker ribbon for name badge.
7. **Poster Prep:**
  - a. Research poster: include a descriptive title, presenter(s) name(s), school affiliation, an abstract, introduction, materials, methods, and conclusions or results.
  - b. Non-research poster: include a descriptive title, presenter(s) name(s), school affiliation, an abstract, introduction, content, and conclusion.
  - c. Create your poster so that all letters and diagrams are large enough and legible from a minimum of 6 feet. Use colors, symbols, and schemes to improve clarity and emphasis. Suggested letter size is a minimum of 1 inch for the title and a half inch (.5 inch) for names and section headings.
  - d. The posters will be viewed while supported on an artist easel. Posters **must** have a hard and steady back for support, with approximate dimensions of 3' high x 4' wide. Please bring your own supplies.
  - e. The poster should be self-explanatory, but don't load it down with large amounts of methodological details, or lists of references. Observers can ask you about these things directly.
  - f. Prepare a presentation of no more than five minutes (preferably two to four minutes) to quickly walk interested parties through your poster.

## 8. Poster Presentations:

- a. In the spirit of poster presentations and to have an equal footing for all presenters, no audiovisual or other technology support may be used.
- b. You will have access to the **viewing/presentation room** and easels one half hour before your assigned session. Poster judging is scheduled for one hour after poster set up. Please be on time.
- c. Poster viewing/presentation sessions are scheduled after the judging has concluded.
- d. Poster viewing/presentation sessions are one hour in length. There are three viewing/presentation sessions this year. Refer to Conference Program for specific room assignments.
- e. Because FOTA offers continuing education credits during poster viewing/presentation sessions (1 CEU), there should always be at least one presenter with the poster at all times during the entire poster session to which you have been assigned.
- f. The best poster receives an award based on the decision of a panel of judges. There will be two awards given, one for graduate program students and one for associate program students. Additional "Honorable Mention" awards will go to posters for uniqueness of idea, best oral presentation, best visual presentation, and those that exemplify occupation centered practice.

**Submission Instructions** Proposals may be submitted through 11:59 pm EST, **July 15, 2019**. Proposals will only be accepted through the online process.

### **ALL conference presenters:**

**Must** register for conference online at <http://www.flota.org/>. Conference presenters are eligible for a reduced presenter registration fee. FOTA members are eligible for an additional discount.

**Presenters will check-in:** at the registration desk on the day of the conference to receive a speaker ribbon and conference package.

Awards and recognitions will be presented to winners on Sunday, November 17, 2019.

If you have any questions contact Student Poster Chair Melissa Sevestre at [msevestre@keiseruniversity.edu](mailto:msevestre@keiseruniversity.edu).