



## **CALL for POSTERS**

To be presented at the  
26<sup>th</sup> Annual Conference of AIAEE  
“*Innovative Cooperation and Collaboration*”  
Saskatoon, Canada,  
May 16 - 19, 2010

AIAEE is requesting proposals for abstracts to be presented as refereed posters relating to topics in international agricultural and extension education at the 2010 annual conference. Subject matter relating to the 2010 conference theme “*Innovative Cooperation and Collaboration*” is encouraged, but all submissions will be given full consideration.

You must be an AIAEE member to submit a proposal. If you are not a member, you may register by completing an application form at <http://www.aiaee.org/join.html>. New members and graduate students are encouraged to submit proposals. Members may submit more than one poster proposal.

- **The deadline for submitting proposals for POSTERS is Wednesday, September 30, 2009. No late proposals will be accepted.**

**Purpose:** To visually present a concept or idea that reflects innovative models of educational programming, research findings or evaluation.

### **Required Format for Poster Proposals:**

- 1) **Page Limitation:** Each poster proposal is limited to title page and a one-page abstract.
- 2) **Title Page** with name(s) and institution(s) of each author. **For the lead author only**, include the complete contact information (address, telephone number, fax number, and current e-mail address). Include also up to five keywords which best describe your poster.
- 3) **Abstract: Limit your abstract to 500 words maximum.** The abstract should accurately communicate the overview of your poster presentation. The abstract should clearly and concisely describe the purpose, major findings/results/observations, conclusions, recommendations and implications of your poster. The abstract should be single-spaced, Times New Roman 12-point font. No author names or identifying information should appear in this section.
- 4) **Format:** You must prepare your proposal as a rich text file (.rtf extension) or a MS Word file (.doc or .docx extension). All abstracts not meeting these minimum guidelines will be returned without review.

### **Submission Guidelines**

We will continue the Web-based system of *FastTrack* for the AIAEE conference proposal management process. You need to log into the proposal submission web site [insert link here], using your **User ID** and **Password**. (If you are a first time user you will need to register.) After logging into the system, you will be at [insert link here]. Then, click the “**Submit a new document**” to submit a proposal. Next, provide requesting document details and browse your document. You must submit your proposal in the *FastTrack* Web site as a rich text file (.rtf extension) or a MS Word file (.doc or .docx extension). When you are ready to submit your proposal, click the “Submit document.” You will get an e-mail confirmation for your proposal submission. All correspondence will take place using *FastTrack* and your e-mail address.

## Review Results

Each proposal will be peer reviewed by three agricultural and extension educators. The lead author of the poster proposal will be notified of the review decision via e-mail on or before **October 31, 2009**.

**NOTE:** No changes in authorship or titles will be accepted once the proposal has entered the review process.

If your proposal is accepted, you must develop your poster using the following guidelines.

## Poster Presentation Guidelines

Posters accepted should be printed on one continuous sheet of paper. Maximum size – 48 inches width X 42 inches height (120 cm width X 105 cm height). Posters will be on display for one entire day of the conference; authors are required to be present during the poster session. Awards are presented to the three outstanding poster presentations.

**Judging Criteria:** The criteria for selection of the top three poster presentations are:

- Technical content/information
- Originality or innovativeness
- Creativity of the presentation
- How easily the message is understood
- Importance of the topic
- General appearance of the project (well-planned design, easily read, neat, and well-constructed)

## Please note:

Presenters are required to register and pay the conference registration fee by February 20, 2010. Failure to register and pay by this date results in removal of the poster from conference presentation. Any poster not presented at the conference will be excluded from the proceedings.

## Please direct questions about posters to:

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We welcome new members. Contact **Dr. J. Mark Erbaugh** AIAEE Treasurer, at [erbaugh.1@osu.edu](mailto:erbaugh.1@osu.edu), or become a member using the online form at <http://www.aiaee.org/join.html>