

2008 MGS ANNUAL CONFERENCE

POSTER AND EXCHANGES PRESENTATION GUIDELINES

The Annual Minnesota Gerontological Society Conference is an event open to a multidisciplinary audience of researchers, practitioners, policy-makers and students, as well as to older adults who are interested in learning about current trends in gerontology.

DATE AND TIME OF POSTER PRESENTATION

The MGS Conference will be held on Friday April 25th from 8:00 to 4:00 at Earle Brown Heritage Center, Brooklyn Center, MN. The Poster and Exchange session will be held from 1:30 to 2:00 p.m. For more information about the conference program, visit the MGS website at www.mngero.org.

REGISTRATION

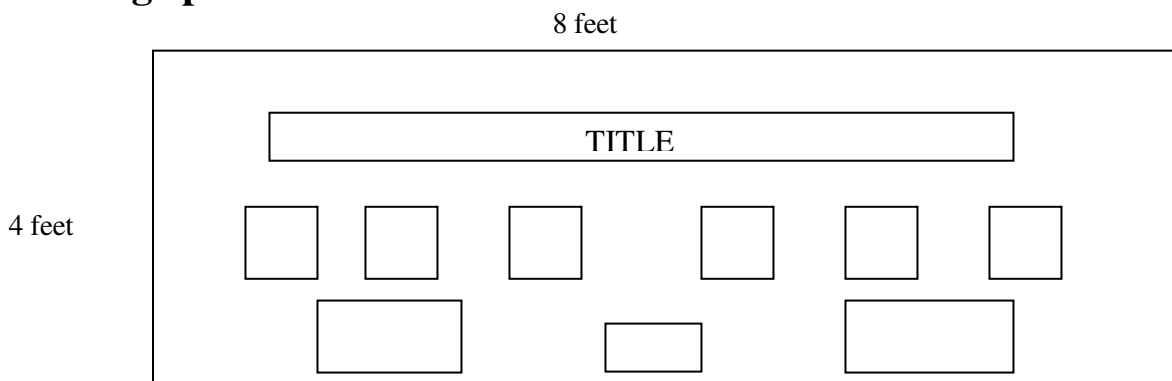
All meeting participants, including Poster and Exchange presenters are expected to register and pay the registration fee. On-line registration will be available at the MGS website listed above.

I- POSTER FORMATS

The poster session is a display presentation where you report current research, policy initiatives and practice projects focusing on older adults. It consists of an exhibit of material that you as the author personally attend for an assigned period of time. The information needs to be clearly summarized and wherever possible include visuals such as tables, graphs, pictures, etc. Make sure that your format is understandable by a multidisciplinary audience and facilitates interchanges with interested colleagues.

There will be two different types of poster formats presented at the conference, a large and a small detailed below. **You should indicate the type of poster when you submitted your proposal.**

A- Large poster



The large poster board is approximately 4 feet in height and 8 feet wide. You can either provide a commercially produced one-piece poster already developed for another conference, or develop your own individual slides that you will mount the day of the conference. A good alternative is a combination of the two, with a commercially produced title heading with separate slides underneath. Make sure to allow extra time for mounting if you choose to mount slides separately.

You need to provide a large heading containing the abstract title and author(s) name(s) to identify your presentation easily. Lettering for your title **should be typed and easily readable at a distance of 3-4 feet**. Suggested size for your heading is at least 1 ½ inches high (font size 120) and at least 3/8" high (font size 40) for your text.

Text Height for Title = **TITLE**

Suggested Minimum Text Height for Poster Text = **Poster Text**

B. Small Poster

Small posters should be posted on a foam-core-tri fold poster board that you can purchase at any office supply store. The slides should be mounted securely on the tri-fold prior to bringing it to the conference. It should have a professional look, without any hand written sections.

Provide a typed large heading containing the abstract title and author(s) name(s) to identify your presentation easily. Letting should be easily readable from a distance of about 2-3 feet. Suggested size for your title is at least 1 inch high (font size 80) and for your text is at least 1/2" high (font size 24)

Suggested minimum Text Height for Title = **TITLE**

Suggested minimum Text Height for Poster Text = **Poster Text**

PLANNING FOR A SUCCESSFUL POSTER SESSION

Know your audience and tailor your presentation to them. Organize your material in a logical and interesting manner.

- √ Post a copy of your abstract in the upper left-hand corner of the poster.
- √ Charts, drawings and illustrations might well be similar to those you would otherwise use in making slides, but preferably more heavily drawn.
- √ Keep visual material simple and clear. Use of a couple of colors can add emphasis.
- √ "Less is more". Do not overwhelm the attendees with detailed information but focus on the gist of your project or findings. You will be there to provide more details if attendees want them
- √ Encourage attendee participation and discussion. Talk WITH attendees, not to them.

HOW TO SET UP YOUR POSTER

In case of the large poster, mount it on your assigned board in the morning during the conference registration period. Mounting pins will be provided. For the small poster, set your tri-fold on to your assigned tripod at any time prior to the exchange session.

II- EXCHANGE SESSION FORMAT

Exchange sessions are excellent for discussing the implications of your research or practice project, receive feed-back on work in process or discuss controversial issues that would benefit from an interdisciplinary perspective. You can expect participants to contribute their own expertise to the debate.

The exchange session will be in the form of a round table allowing about 8 people to sit simultaneously. People will come and go during the hour session, but will likely sit and participate longer in an exchange as they would in a poster format. An exchange consists of a discussion of current research, policy initiatives and practice projects focusing on older adults. It can either be finished work or work in progress.

Your task will be to provide an introduction and overview of your topic, with the help of written handouts, and facilitate the discussion. Participants will choose to sit with you for part of or for the entire time, and you have the liberty to determine the time when a conversation ends and a new one starts.

You will need to bring a sign that designates your topic as well as your name and professional affiliation, to place in the center of the table. The tabletop support for your sign will be provided by MGS. Suggested font size is between 45 and 55, on a standard-size piece of paper using “landscape” format.

Title (FontSize48))

Come prepared with a short summary of your project and a series of questions or points you want to cover. Include this summary and questions on a handout, and have copies of the handout available on your exchange table for those who participate in your discussion. You may want to include references on the handout as well.

Organize your exchange so it will be presented in a logical and interesting manner.

- √ State your objectives for the exchange and how you plan on meeting those objectives
- √ Summarize important points about your project or research, including questions for discussion
- √ Ask participants about their backgrounds and expectations, and incorporate this in the discussion.
- √ Encourage participant participation and allow everyone a chance to enter into the exchange.

IMPORTANT NOTE ON HANDOUTS FOR POSTERS AND EXCHANGES

Poster and exchange presenters are encouraged to prepare handouts or other materials for distribution at the poster or exchange session. Since the purpose of that session is educational, the handouts should not be advertisements for specific programs, whether for profit or not. Lists of programs and initiatives are fine, but you cannot focus exclusively on advertising a specific program over another. The exhibitor area is reserved for that purpose.

In addition or instead of handing out hard copies of handouts, you may want to develop a sign-up sheet for electronic handouts.

Please direct inquiries to Catherine Sullivan at csullivan@stkate.edu or Randy Herman at wrherman@stthomas.edu