



STUDENT POSTER GUIDELINES

2014 FOTA Conference “**BACK TO THE FUTURE**”

November 7-8, 2014 - Fort Myers, Florida



STUDENT POSTER GUIDELINES

PROPOSAL APPLICATIONS CAN BE SUBMITTED through SEPTEMBER 15, 2014. YOU MUST BE ENROLLED IN A FULL TIME GRADUATE OR ASSOCIATE OT PROGRAM IN ORDER TO SUBMIT A STUDENT POSTER PROPOSAL.

Friday November 7, 2014: Holiday Inn at Town Center
9931 Interstate Commerce Drive Fort Myers, Florida 33913

Saturday November 8, 2014 : Florida Gulf Coast University
10501 FGCU Blvd, South Fort Myers, FL 33965

1. The student poster viewing/presentations are scheduled in three sessions, each one hour in length. There will be two sessions on Friday November 7 and one session Saturday morning November 8, 2014. The Friday student poster sessions will be at The Holiday Inn, 9931 Interstate Commerce Drive Fort Myers, Florida 33913. The Saturday student poster session will be at Florida Gulf Coast University, 10501 FGCU Blvd, South Fort Myers, FL 33965. The schedule for days, times and locations for all student poster related events will be announced in the final conference schedule.
2. Submit your proposal online at www.flota.org from June 15 – September 15, 2014. You MUST include:
 - a. A descriptive title for the poster
 - b. Primary student name, e-mail and phone contact
 - 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 information about the poster:
 - a. Abstract: this is a descriptive overview of your poster (max 70 words)
 - b. Learning Objectives (max 200 words)
 - c. References: APA citation of resources used
4. The Conference Education Committee reviews all student poster proposals. You will be notified by October 15 if your poster proposal is accepted or not.
5. All student poster presenters MUST register for conference online at www.flota.org. Student poster presenters qualify for a discounted conference presenter rate. Students are encouraged to register before the early bird deadline October 25 2014. After October 25, 2014, all registration fees increase \$25. (Hotel room rate discount ends October 15, 2014. Go to www.flota.org for accommodation / reservation details).
6. 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. Once your proposal is accepted, prepare the poster.
 - 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.
8. 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.
9. The posters will be viewed while supported on an artist easel. Posters should have a hard and steady back for support, with approximate dimensions of 3 feet high and 4 feet wide.
10. 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.
11. Prepare a presentation of no more than five minutes (preferably two to four minutes) to quickly walk interested parties through your poster.
12. In the spirit of poster presentations and to have an equal footing for all presenters, no audiovisual or other technology support may be used.
13. 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.
14. Poster viewing/presentation sessions are scheduled after the judging has concluded. Poster viewing/presentation sessions are one hour in length. There are three different viewing/presentation sessions this year. Refer to Conference Program for specific room assignments.
15. 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.
16. 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.
17. Awards and recognitions will be presented to winners on Saturday November 8, 2014 mid-day during the FOTA membership meeting and Awards Ceremony.

If you have any questions contact Cathy Peirce, cpeirce@nova.edu or 954-262-1223