



PROFESSIONAL POSTER GUIDELINES

2013 FOTA Conference “Surf’s Up!” Daytona Beach, Florida

Friday November 8, 2013 at The Shores Resort & Spa
2637 South Atlantic Avenue, Daytona Beach Shores, FL 32118
Saturday November 9, 2013 at Daytona State College
1200 W. International Speedway Blvd. Daytona Beach, Florida 32114

1. The professional poster viewing/presentation is one hour in length and is scheduled for Saturday afternoon, November 9, 2013. The event will take place at Daytona State College, 1200 W. International Speedway Blvd. Daytona Beach, Florida 32114. DEADLINE FOR PROPOSAL APPLICATIONS IS JUNE 30, 2013.

2. The Conference Education Committee reviews all proposals submitted for educational sessions. Applicants will be informed by email on July 30, 2013 whether or not the proposal was accepted.

3. Submit proposals online at www.flota.org. First you will need a descriptive title. In addition, FOR ALL PRESENTERS for your poster, be prepared to submit:

- presenter name, credentials, e-mail and phone contact
- presenter educational background
- presenter professional experience
- list of presenter publications for the last 10 years

It may be helpful to have resume(s) available so you can copy and paste this information into the form. We cannot accept an attached resume or CV.

4. Identify your poster as:

- Basic-Introductory level
- Intermediate: Experienced in subject
- Advanced: Advanced to Expert Level Material

5. You will also need to submit:

- an abstract of up to 70 words. This is a descriptive overview of your poster for publication in the conference program
- learning objectives of up to 200 words
- References: APA citation of resources used for your presentation.



6. Handouts for conference will not be printed by FOTA. All handout materials will be available online at www.flota.org. If your presentation is accepted, send your handouts to Elena Vizvary at vizvaryot@gmail.com by October 25, 2013 so they may be available to attendees prior to conference. Early posting of handouts can generate interest in your professional poster.
7. ALL conference presenters, including professional poster presenters, MUST register for conference online at www.flota.org. Conference presenters are eligible for a reduced presenter rate registration fee. FOTA members are eligible for an additional discount. Early bird registration discount deadline is October 25, 2013.
8. Presenters will check-in at the registration desk on the day of the conference to receive a speaker ribbon and conference package.
9. In the presence of multiple presenters, the first presenter listed is the primary presenter and will be the FOTA contact person. The primary presenter will receive the result of the proposal review and other communications from the Conference Education Committee. **THE PRIMARY PRESENTER IS RESPONSIBLE FOR SHARING ALL FOTA CONFERENCE COMMUNICATIONS WITH CONTRIBUTING PRESENTERS.**
10. 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 .5 inch for names and section headings.
11. The posters will be viewed and presented on artist easels provided for you at the conference poster session. Posters should have a hard and steady back for support, with approximate dimensions of 3 feet high and 4 feet wide.
12. 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.
13. Prepare a verbal presentation of about five minutes to quickly walk interested parties through your poster.



12. In the spirit of poster presentations no audiovisual or other technology support may be used.
13. Because FOTA offers continuing education credits during the professional poster session (1 CEU), there should always be at least one presenter with the poster at all times during the entire professional poster session Saturday afternoon.
14. You will have access to the room and easel prior to the poster session. You will be notified of exact schedule of set up and viewing times prior to conference.
15. Refer to the Conference Program Guide for room assignments.
16. If you have any questions, contact Elena Vizvary at vizvaryot@gmail.com or call at (941) 724-1287