



The Scholarship of Teaching & Learning: Making 'IT' Matter

INSTRUCTIONAL TECHNOLOGY CONFERENCE • 2008

Guidelines for Poster Demonstrations

Here are some guidelines for your session at the UMass Instructional Technology Conference at the Holiday Inn, Boxborough, MA on April 11, 2008. Poster sessions can afford a greater opportunity to discuss your work with interested colleagues than a 50 minute presentation does.

A *traditional* poster is laid out much like a research paper with title, abstract, methods, results and conclusions. Or you may choose to do a *virtual* poster, using technology to display your work. (**Note: please identify your power needs in the checklist below.**) *You are the best judge of what to put on your poster, and / or what software, files, or websites to show your colleagues during your session.*

Timing: In response to comments from last year, we have expanded the poster session to provide more opportunity for conference attendees to visit posters. Sessions will run from **11:30 to 1:30**. The poster area will be available from 8:00 AM on for those who wish to set up early.

What you need to bring: Participants are responsible for providing their own **presentation materials** and **equipment** (computer, projector, cables), and any needed **software** for their demonstration. Please watch your equipment carefully. The organizers and the University cannot assume any responsibility for equipment that you bring with you.

What we will provide: All poster session presenters will have access to the hotel's **wireless network** and to **technical support**, should they need it. We will provide a **table (8' x 2.5')**, at least one **chair** per presentation table, and the **basic signage** for your presentation: an 8 ½" x 11" sign affixed to your table, with the presentation title and the lead presenter's name(s). Each participant's conference folder will contain a *map* with session / table numbers; this map also will be displayed in the poster area.

Upon request, we can provide, per table, **one 30"x40" poster board** with pushpins and **one easel**. Alternatively, you may bring your own poster and/or easel, or may use your table to display your poster. Please refer to the checklist below, and let us know what you will need for your session.

NOTE: To help us identify any needs you may have, please email your requests to Carol Ryan (cryan@umassp.edu) as soon as possible; the **deadline for all requests is Friday, March 11.**

- I will need power for (i.e. 1 laptop, 1 projector - please list all equipment you plan to bring)
- I will not need power: I am not bringing equipment / my poster is a traditional one
- I will need a poster board (30" x 40") and pushpins
- I will need an easel to display my poster

If you have additional needs or questions that are not covered here, please let Carol know. While we may not be able to meet all requests, we will do our best to accommodate everyone, and to help you make your session a success.

We look forward to your poster demonstration, and we thank you for helping to make the conference an informative and enjoyable experience for your colleagues!