OSEP Conference Poster, Technology Demonstration, and Exhibition Booth Presenter Guidelines

2024 OSEP Conference

Prepared by:

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Contents

I. Poster Session Guidelines and Information

Purpose

Poster sessions offer presenters an opportunity to share their work in an interactive setting with conference participants.

Acceptance to display a poster will require that you (or a co-presenter) remain with your display for **the entire scheduled hour** and that you **remove it promptly at the end of the Poster session**.

Please note, presentation materials cannot be stored with conference staff. Please plan the storage of your presentation materials accordingly.

Displays must remain intact throughout the entire Poster session.

Logistics

You will be informed of your poster's assigned location at the conference upon registration/check-in.

Set-up—Please arrange ample time for set-up. Presenters typically do so in the hour leading up to their Poster session.

Removal—Materials and equipment must be removed directly after the Poster sessions are completed. Any materials remaining after this time will be discarded. Please plan the storage of your Poster session materials accordingly.

Assignment and Placement of Posters

Within the exhibit space, each presenter for the Poster session will be assigned a specific table (2ft x 6ft) with enough space for one **36" x 48" tri-fold poster board** and a small area for handouts, laptops, and other materials.

Please pick up your assignment sheet at the Poster session registration desk on Monday (between 3-6:30 p.m.) or Tuesday (morning break/lunch).

A floor plan with space assignments will be available in the Guidebook app.

There are limited electrical outlets available during the Poster session. If needed, please contact osep-meeting@air.org to request access to an **electrical outlet** as soon as possible, and no later than July 1, 2024. Electrical outlets are not guaranteed for this session.

Descriptions of Materials and Equipment

Each Poster session presenter will have a 6-foot covered table and one chair at no charge. Tape, glue, pushpins, and poster boards also will be available in the Poster session exhibit hall one hour prior to the Poster session start time.

All presenters will be provided with one 36" x 48" tri-fold poster board at no cost, if needed. However, please note that **all available poster boards have been lightly used**. Presenters may choose to bring their own poster board.

If you would like to **rent audio-visual equipment**, you must do so by coordinating with the hotel in advance. You will be responsible for associated costs.

II. Technology Demonstration Guidelines and Information

Purpose

Technology Demonstrations offer opportunities to share new and innovative technologies available to practitioners, State and local education agencies, researchers, and technical assistance providers.

Acceptance to display a technology demonstration will require that you (or a co-presenter) remain with your display for **the entire scheduled hour** and that you **remove it promptly at the end of the session**.

Please note, presentation materials cannot be stored with conference staff. Please plan the storage of your presentation materials accordingly.

Setups must remain intact throughout the entire Technology Demonstration session.

Logistics

You will be informed of your technology demonstration's assigned location at the conference upon registration/check-in.

Set-up—Please arrange ample time for set-up. Presenters typically do so in the hour leading up to their Technology Demonstration session.

Removal—Materials and equipment must be removed directly after the Technology Demonstration sessions are completed. Any materials remaining after this time will be discarded. Please note, presentation materials cannot be stored with conference staff. Please plan the storage of your Technology Demonstration session materials accordingly.

Assignment and Placement of Technology Demonstrations

Within the exhibit space, each presenter for the Technology Demonstration session will be assigned their own table with enough space for any handouts, laptops, and other materials.

Please pick up your assignment sheet at the Poster session registration desk on Monday (between 3-6:30 p.m.) or Tuesday (morning break/lunch).

A floor plan with space assignments will be available in the Guidebook app.

There are limited electrical outlets available during the Technology Demonstration session. If needed, please contact osep-meeting@air.org to request access to an **electrical outlet** as soon as possible, and no later than July 1, 2024. Electrical outlets are not guaranteed for this session.

Descriptions of Materials and Equipment

Each Technology Demonstration session presenter will be provided with a table and one chair at no charge.

Each Technology Demonstration presenter should plan to bring their **own fully-charged laptop** and charger.

If you would like to **rent audio-visual equipment**, you must do so by coordinating with the hotel in advance. You will be responsible for associated costs.

III. Exhibition Booth Guidelines and Information

Purpose

The Exhibition Booth offers OSEP-funded technical assistance centers and special institutions the opportunity to showcase their resources to a diverse audience of practitioners, State and local education agencies, researchers, and technical assistance providers.

Exhibition Booths will have an interactive component during the Poster and Technology Demonstration showcase and should be staffed by at least one person. During that time, presenters may use laptops or other electronic devices to supplement their presentation.

The Exhibition Booth posters are intended to be left up for the duration of the conference for attendees to continue learning about these important centers and institutions.

Please note, presentation materials cannot be stored with conference staff. Please plan the storage of your presentation materials accordingly.

Logistics

You will be informed of your booth's assigned location at the conference upon registration/check-in.

Setup—Please arrange ample time for set-up. Presenters typically do so in the hour leading up to the Poster and Technology Demonstration sessions.

Since Exhibition Booths are intended to be left on display for the rest of the conference, please do not rely on laptops or other electronic devices to convey important information about your organization. Electrical outlets are not guaranteed for this session.

Removal—Materials and equipment will be removed by the conference staff at the end of the conference. Presenters are welcome to take their poster at the end of the conference and can coordinate with conference staff to obtain their materials. All materials not claimed at the end of the conference will be disposed of.

Assignment and Placement of Exhibition Booths

Within the exhibit space, each presenter for the Exhibition Booth will be assigned a specific table (2ft x 6ft) with enough space for one **36" x 48" tri-fold poster board** and a small area for handouts, laptops, and other materials.

Please pick up your assignment sheet at the Poster/Technology Demonstration desk outside the Grand Ballroom on Monday (between 3-6:30 p.m.) or Tuesday (morning break/lunch).

A floor plan with space assignments will be available in the Guidebook app.

Descriptions of Materials and Equipment

Each Exhibition Booth will have a 6foot covered table and one chair at no charge. Tape, glue, pushpins, and poster boards also will be available at the Poster/Technology Demonstration check-in desk one hour prior to the Poster session start time.

All presenters will be provided with one 36" x 48" tri-fold poster board at no cost, if needed. However, please note that **all available poster boards have been lightly used**. Presenters may choose to bring their own poster board.

If you would like to **rent audio-visual equipment**, you must do so by coordinating with the hotel in advance. You will be responsible for associated costs.

IV. Presentation Tips

The key word for presentation materials is SIMPLICITY! The following ideas are effective for all presenters.

☑Tips for Putting Together Effective Presentation Materials

- Present only one idea per visual. It is better to use several visuals that are easier to understand than one complex visual.

- Simplify the information. Wording should be brief and concise. Expand the content by explaining it to the audience.

- Use a lot of white space so the readers can focus on the content.

- Use key words instead of complete sentences.

- Never use all capital letters. Initial caps followed by lower case are much easier to read.

- Use at least an 18-point font size; 20–24 is better.

- Simple, bold, block-type print is the most effective. Good sans serif typefaces include Verdana, Arial, Helvetica, and Univers.

- Use contrasting colors in presentations for readable type.

- Avoid busy or dark backgrounds.

- Limit the use of multiple colors.

- Use simple graphics. Avoid large and/or complicated tables.

- Don't include large amounts of very small text (as in photocopying a journal article).

☑Tips for Accessible Presentations

- **Review accessibility guidelines for slideshow presentations.** For presenters providing an accompanying slideshow or other visuals on their devices, please use the following **Accessibility Guide for Microsoft PowerPoint Presentations**.

- **Review accessibility guidelines for handouts.** Presenters may include handouts, flyers, or brochures on their tables. These items must be formatted for accessibility. Review the **Accessibility Guidelines for Microsoft Word Documents**.

- **Describe the graphics** for those who may have difficulty reading the slides/posters. This is also helpful for interpreters.

- **Include captions for audio/visual components.** Should presenters include audio/visual content to accompany posters, be sure to prepare captions for that content.

☑Tips for Using Person-First Language

The way a society refers to its members who have disabilities shapes its beliefs and ideas about them. Using **person-first terms** can foster positive attitudes toward individuals with disabilities. Person-first language emphasizes the person, not the disability. It is easy to get trapped in old language habits. However, a few adjustments can ensure that all of us, regardless of our abilities and disabilities, use language that is accurate and shows respect for individual differences. ("Person First," 1992)

To describe differences accurately and in ways that convey respect:

- Put the person first in word and thought

- Tell the truth without adding judgment

- Do not include a person's differences if they are not relevant to the information you are sharing

Examples of Person-First Language

Person-First Language	Language Not to Use
People with disabilities	The handicapped or disabled
He has Usher syndrome	He's an Usher syndrome student
He has a learning disability	He's learning disabled
She uses a wheelchair	She's wheelchair bound or confined to a wheelchair
Typical kids or kids without disabilities	Normal and/or healthy kids
He receives special education services	He's in special ed
A person who is deaf-blind. Although many adults who are deaf-blind prefer to be referred to as a deaf-blind person.	A deaf-blind person
She is an individual who is deaf-blind, she is deaf-blind or she has a vision and hearing impairment.	She suffers from deaf-blindness
A person isn't handicapped—certain situations may be a handicap. Example: "Sam uses a walker, therefore the stairs are a handicap for him."	He is handicapped

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