

IAEM-USA Poster Showcase Guidance

International Association of Emergency Managers 68th Annual Conference

November 13 - 18, 2020

Long Beach Convention & Entertainment Center Long Beach, California

Conference Dates

Pre-Conference Training and Workshops: November 13, 14 and 15, 2020

Breakout and General Sessions: November 16 – 18, 2020

IAEM presents EMvision Talks: General Session on November 17, 2020

Poster Showcase Presentation Session: November 18, 2020

Important Dates for Poster Showcase Participants	
Call for Abstracts opens	March 23, 2020
Call for Abstracts closes	April 24, 2020 at 11:59:59 PM CST
IAEM notifies participants of selections	June 1, 2020
Participants can contact IAEM to receive presentation and poster development feedback and coaching	June 1 – October 2, 2020
Final PDF image of poster due	October 9, 2020 by 11:59:59 PM CST
Posters set up deadline	Monday, November 16th by 8:00 AM PST
Poster Showcase evaluation session	Tuesday, November 17th During program breaks, exact time slot tbd
Poster Showcase presentation session for conference attendees	Wednesday, November 18th during the morning program break
Poster removal deadline	Wednesday, November 18th by 2:00 PM PST

Poster Showcase - What is it?

The purpose of the Poster Showcase presentation is to convey to a wide audience the significance of an individual's research project, practice, or general findings to practitioners and scholars in the emergency management community, as well as the general public.

The Poster Showcase is open to students, academics, and practitioners. IAEM recognizes much of the work happening across the industry happens at an organizational level, *however*, the Poster Showcase is an opportunity to share the work of individuals, <u>not</u> organizations.

Participants chosen to display their posters will receive certificates of participation that document credit towards the IAEM Certification Program under Professional Contribution Category F, Speaking.

Participants may not endorse brand names, specific products or government, commercial or non-profit organizations in their presentation.

<u>Under no circumstances may this platform be used as a place for direct promotion of a participant's product, service or organization. Any participant who violates this policy jeopardizes his or her opportunity to present at future IAEM conferences</u>

Division Selection

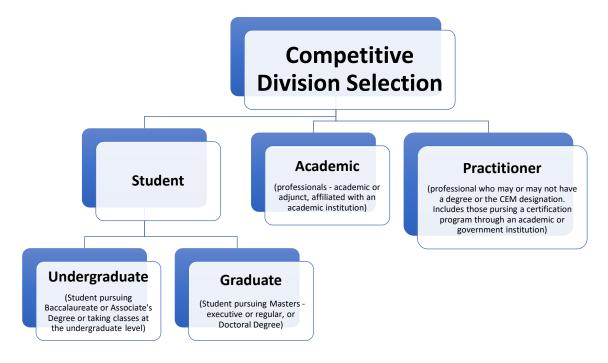
Entrants must select to showcase their work in either the Non-Competitive or Competitive Divisions. *Only one entry per person AND only one presenter per poster.*

Non-Competitive Division

The Non-Competitive Division is for those who want to share their knowledge or findings obtained through experience and/or research in practice without the competitive evaluation.

Competitive Division

All participants in the Competitive Division will present their poster in front of a group of evaluators who will determine if the participants satisfied the requirements of a gold, silver, or bronze standard. Participants can enter in one of three categories.



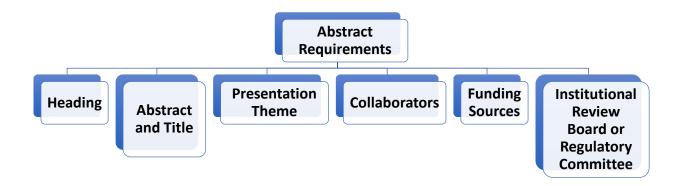
Student Eligibility:

- 1. Must be enrolled in an academic institution in the 2019-2020 academic calendar year.
- 2. Documentation is required from academic institution verifying enrollment status.

Abstract Submission Requirements

Deadline – April 24th at 11:59:59 PM CST (no exceptions)

<u>Additional Requirement for Students</u> – All Student participants <u>must</u> submit a letter from their academic institution showing enrollment in the 2019-2020 academic calendar year.



Participants notified of selection into the Poster Showcase by June 1, 2020

- **Heading**: Title of abstract, name of presenter, affiliation, address, phone numbers, a primary and alternate email address, and participation category. Choose the participation category from list below
 - Competitive Division Practitioner
 - Competitive Division Academic
 - o Competitive Division Graduate Student
 - Competitive Division Undergraduate Student
 - Non-Competitive Division

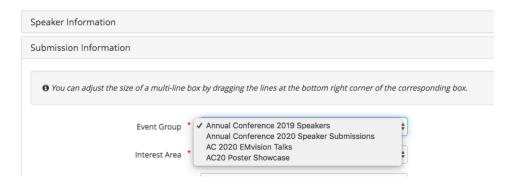
Abstract and Title Length:

- Abstracts maximum 2000 characters, including spaces
- o Titles maximum 150 characters, including spaces
- The Selection Committee reserves the right to edit abstracts, if necessary, for clarity, grammar, or proper usage.
- **Presentation Theme:** The presentation theme must reflect research, experience, practice, or findings connected to emergency management or related fields.

- List of Collaborators, Advisor(s), and Department(s) assisting with this research.
- Identify funding sources, if any.
- Identify the Institutional Review Board Proof of regulatory committee approval, if required

How to Submit an Abstract

- 1. Navigate to https://www.iaem.org/
 - a. If you are an IAEM member login into the website
 - b. If you are not a member you will need to create a guest account
 - i. Select Login at top Left
 - ii. Select Register to create a guest account
- 2. Once logged in click on the Dashboard tab of the menu ribbon, then click on "Membership Dashboard" on the left-hand side menu and select "Speaker Submission"
- 3. There are 4 pages to the submission form. Speaker Information, Submission information, Additional Details, Speaker Agreement.
- 4. <u>Speaker Information:</u> Complete any missing information. Fields marked with an * are required. Submit a bio with a maximum of 1200 characters, including spaces. At the bottom right hand side of the page, click "next".
- 5. <u>Submission Information</u>: **First**, select "AC20 Poster Showcase" in the Event Group field. Next, complete all required fields regarding your abstract, then click "next".



- 6. <u>Additional Details:</u> Complete this page regarding your participation category and additional abstract information, then click "next".
- 7. <u>Speaker Agreement:</u> Click the radio buttons to agree to IAEM's speaker policies.

- 8. Once you are done with all sections, you <u>must</u> click "Preview Submission" before submitting your abstract. If you are missing required fields or there are errors, a pop up box will note the page and section that is missing. Complete the fields and/or correct the errors.
- **9.** Submit your abstract to participate in the Poster Showcase at the IAEM 2020 Annual Conference by clicking on "Submit" at the bottom right side of the page. You will receive a Submission Confirmation page and a confirmation email.

Poster Content Requirements

If your abstract is selected, you will be required to attend the conference and bring your Poster with you to the conference.

A final pdf image of the poster is due by October 9, 2020 and will be reviewed for compliance with Poster Showcase Guidelines. All participants will receive feedback.

Poster Must Include the Following:

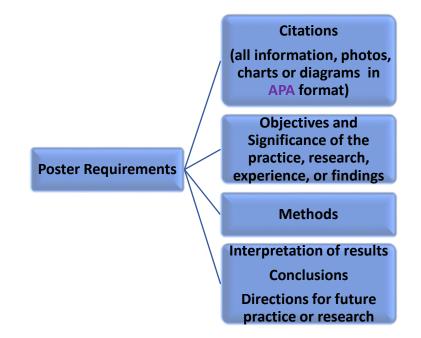
- Poster Showcase #IAEM20 Top left corner
- Participant's name Top right corner
- Short presentation title top right corner, under name
- Participation Category
 - Competitive Division Student (undergraduate or graduate), Academic, Practitioner, or
 - Non-Competitive Division

Poster Showcase First Name, Last Name #iaem20 Poster Title Category

Poster Body – graphs, charts, text, citations, etc.

Poster Guidance

- Poster dimensions: 4' feet wide X 3' feet high.
- There should be a balance of text, images, and white space.
- The poster should be attention grabbing.
- It should be readable from a distance of four (4) to six (6) feet.
- It should be free of errors.
- Posters are expected to be developed specifically for the IAEM conference
- Resources and examples for Academic Posters can be found in Appendix 1



No organizational logos allowed on Posters

The design of the poster presentation is at the participant's discretion, within the requirements set forth above.

While a participant may receive minor assistance to develop the poster, the presentation must be the participant's original work and not that of others, including their professors, mentors, or colleagues.

On-site Logistics

- All Posters must be set up for display by Monday, November 16th at 8:00am PST.
- The Posters will be displayed in a highly desirable location with heavy attendee traffic, possibly near the registration area/entrance to EMEX (Expo Hall). Facility limitations and areas of egress and ingress may affect poster display. Further directions will be provided at a later date.
- All participants in both the Competitive and Non-Competitive Divisions must be available by their Posters during the Poster Showcase Presentation Session on Wednesday, November 18th during the morning program break to answer questions from attendees.

Coaching Available

All participants in both the competitive and non-competitive divisions will have the opportunity to consult with a coach who can provide feedback on poster development, on-site oral presentation skills, or answer any questions in relation to evaluating guidelines. Participants must contact Julie Husk, Program Manager at jhusk@iaem.com or 703-538-1795 X1789 between June 1 – October 2, 2020 to be assigned a coaching representative.

Oral Presentation Guidelines for Competitive Division

- Participants in the Competitive Division must be present during the evaluation session.
- A select panel of evaluators will assess the poster showcase presentations of those electing to be in the Competitive Division on Tuesday, November 17th during the program breaks. The exact time slot of each participant presentation to be determined at a later date.
- The presentation must be no more than four (4) minutes in length. Evaluators will deduct up to two points under the *Oral Description and Discussion* area for presentations exceeding four (4) minutes. Presentations should be attention grabbing and encourage questions from the evaluators. Participants will have an up to an additional six (6) minutes to answer questions from evaluators. A member of the judging panel will serve as the timekeeper and will notify the presenter when the four minutes have ended.
- Participants in the Competitive Division should expect questions concerning research methods used, significance of the content for practicing emergency managers, controversial aspects of the findings, and future directions for research based on the current findings.

Evaluating Criteria for the Competitive Division

The purpose of the Poster Showcase presentation is to convey to a wide audience the significance of your research project, practice, or general findings to practitioners and scholars in the emergency management community, as well as the public.

Presentations will be evaluated on their quality in three areas:

Content (50%)	
10 points - Topic/Objectives/Research Question/ Hypotheses/Methods	
10 points Literature Review/References/Context	
10 points Analysis (figures/tables/ well-explained)	
10 points Findings, Next Steps and Conclusions	
10 points Significance of topic for EM professionals	
Poster (Visual) Display (20%)	
5 points Follows rules of size and readability	
5 points Free of errors (grammar and spelling, etc.)	
5 points Attractive design, layout, neatness, attention grabbing (photos, charts,	
diagrams, etc.)	
5 points Logical layout	
Oral Description and Discussion (30%)	
5 points Within 4 minutes +6 for questions	
5 points Encourages questions/ Answers questions	
5 points Speaks naturally, with enthusiasm, confidence, and professionalism	
5 points Organized, logical flow	
5 points Eye contact	
5 points Layman's terms; no jargon	
Total 100% = 100 points possible.	

Structure for Standards of Recognition in the Competitive Division

Recognition from IAEM will be given as follows: Gold, Silver, and Bronze for all competitive categories. Participants must meet the threshold of 90 - 100 points to satisfy the Gold standard, 80 - 89 points to meet the Silver standard and 70 - 79 points to meet the Bronze standard.

Participants will receive a Certificate of Recognition based on the standard he or she has met.

There may be more than one participant in a category who has met the requirements of a gold, silver or bronze standard. Not all participants may be found to have met the minimum standard for recognition.

All participants will receive a Certificate of Participation.

Announcement of IAEM Recognition Results

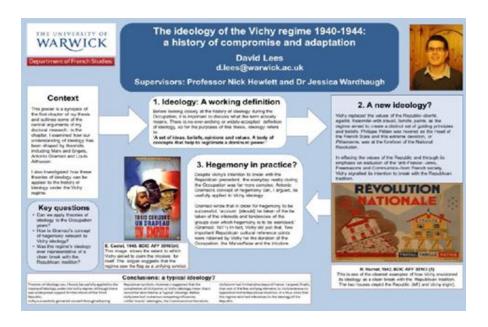
 For those who achieve Gold, Silver, or Bronze recognition, a gold, silver or bronze ribbon will be attached to the respective posters shortly after the evaluation and final computation of scores has been completed. A complete list of those achieving any level of recognition will be posted to the Poster Showcase page of the IAEM 68th Annual Conference website. Consult the online conference program or IAEM2Go mobile app for more details.

Resources and Examples of Academic Posters

http://guides.nyu.edu/posters

http://www.utexas.edu/ugs/our/poster

https://nau.edu/Undergraduate-Research/Poster-Presentation-Tips/





General Contact Information

Conference Managers

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Poster Showcase Lead

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Thank you for your interest and support of the 2020 IAEM Annual Conference!