



**IAEM-USA**

# **Poster Showcase Guidance**

**International Association of  
Emergency Managers  
Reimagined Virtual Conference**

**November 16 - 18, 2020**

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## Conference Dates

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**Pre/Post-Conference Training and Workshops:** November 13 – 15 & 19 - 20, 2020

**Breakout and General Sessions:** November 16 – 18, 2020

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

**Poster Showcase Presentation Session:** November 17, 2020

<b>Upcoming Dates for Poster Showcase Participants</b>	
Ongoing coaching available for presentation and poster development feedback	June 22 – October 2, 2020
Final PDF image of poster due	October 2, 2020
<b>NEW: 4 minute recording of poster presentation</b>	<b>October 2, 2020</b>
Poster Showcase evaluation session for the Competitive Division	October 19 - 21, exact time slot tbd
Poster Showcase presentation session for conference attendees	Tuesday, November 17 <sup>th</sup> , 2:30pm – 3:30pm ET

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## Virtual Changes

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1. To foster sharing of your research at the virtual conference, all participants are asked to submit a 4 minute oral recording sharing their findings and key takeaways illustrated in their poster by October 2<sup>nd</sup>. This recording will be uploaded to the virtual platform. The recording needs to be a mp4 file. *This is required for all competitive division participants.* Exact details will be forthcoming.
2. The deadline date for submitting the pdf of the poster is October 2<sup>nd</sup> moved up one week.

3. Competitive participants will be evaluated by a select panel October 19 – 21, 2020.
4. The Poster Showcase Presentation Session has been moved up to Tuesday, November 17<sup>th</sup> from 2:30pm – 3:30pm ET.

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## **Poster Content Requirements**

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***All participants in both the competitive and non-competitive divisions will need to create their poster according to the below guidance.***

***A final pdf image of the poster is due by October 2, 2020 and will be reviewed for compliance with Poster Showcase Guidelines. All participants will receive feedback.***

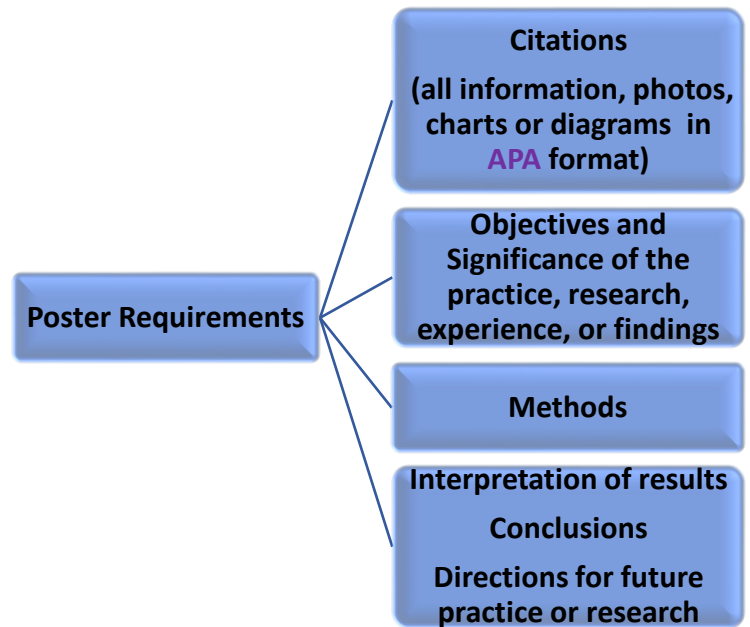
### **Poster Must Include the Following:**

- **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

<b>Poster Showcase #iaem20</b>	<b>First Name, Last Name Poster Title Category</b>
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.*

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

*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*

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## *Logistics*

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- All Posters will be displayed in the virtual platform. The pdf submitted on October 2<sup>nd</sup> after any recommended changes will be uploaded into the virtual platform for you.
- The recorded 4-minute oral presentation will also be uploaded into the virtual platform for you.
- All participants in both the Competitive and Non-Competitive Divisions must attend the Poster Showcase Presentation Session on Tuesday, November 17th from 2:30pm – 3:30pm to answer questions from attendees. The details of the live component of this session will be sent in the near future.

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## *Coaching Still Available*

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All participants in both the competitive and non-competitive divisions have the opportunity to consult with a coach who can provide feedback on poster development, oral presentation skills, or answer any questions in relation to evaluating guidelines. Participants must contact Julie Husk, Program Manager at [jhusk@jaem.com](mailto:jhusk@jaem.com) or 703-538-1795 X1789 by October 2, 2020 to be assigned a coaching representative.

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## ***Oral Presentation Guidelines for Competitive Division***

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- Participants in the Competitive Division must submit a 4-minute recording of their oral presentation. Presentations should be attention grabbing and encourage questions from the evaluators.
- The recorded 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.
- A select panel of evaluators will assess the poster pdf and the recorded 4 minute presentation during the week of October 12 – 16, 2020.
- During October 19 – 21, 2020, participants in the Competitive Division must be present during the evaluation session which will be conducted virtually. Exact time slots and logistics will be provided in the near future.
- The evaluation session will be limited to up to 10 minutes of Q&A. Not all sessions will last the full 10 minutes. A member of the evaluating panel will serve as the timekeeper and will notify the presenter when the 10 minutes have ended.
- During the evaluation session, 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.

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## *Evaluating Criteria for the Competitive Division*

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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:**

<b>Content (50%)</b>
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
<b>Poster (Visual) Display (20%)</b>
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
<b>Oral Description and Discussion (30%)</b>
5 points Within 4 minutes +10 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.

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## *Structure for Standards of Recognition in the Competitive Division*

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**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. Not all participants may be found to have met the minimum standard for recognition.

All participants will receive a certificate of participation that documents credit towards the IAEM Certification Program under Professional Contribution Category F, Speaking.

### **Announcement of IAEM Recognition Results**

- For those who achieve Gold, Silver, or Bronze recognition, a gold, silver or bronze ribbon will be noted next to their name and poster in the virtual conference platform.
- A Complete list of those achieving any level of recognition will be posted to the Poster Showcase page of the IAEM Reimagined Virtual Conference website.



# Appendix 1

## 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/>

### Tips for Designing Effective Presentations

*A poster with the main title in 1 1/2" sans serif*

Developed by D. Shong, C. Dwyer, W. Kelly, B. Immel, and K. Hince  
with materials donated by Penn State's Education Technology Services

**Get the audience's attention and communicate your message quickly and succinctly.**

**Choosing and Using Color**

**Writing Captions and Using Text**

**Judging Checklist**

**Using Images**

**Viewers reading this line demonstrate the poster's success!**

### The ideology of the Vichy regime 1940-1944: a history of compromise and adaptation

David Lees  
d.lees@warwick.ac.uk

Supervisors: Professor Nick Howlett and Dr Jessica Wardhaugh

**Context**

**Key questions**

**1. Ideology: A working definition**

**2. A new ideology?**

**3. Hegemony in practice?**

**Conclusions: a typical ideology?**

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## General Contact Information

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### Conference Managers

#### **Association & Society Management International, Inc. (ASMI)**

201 Park Washington Court  
Falls Church, VA 22046-4527

**Julie Husk**, ASMI Program Manager

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### IAEM Conference Committee

**Mike Gavin**

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### Poster Showcase Lead

**Duane Hagelgans**

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**Thank you for your interest and support of the  
2020 IAEM Reimagined Virtual Conference!**