



## **IAEM-USA Poster Showcase Guidance**

**International Association of  
Emergency Managers  
71<sup>st</sup> Annual Conference**

**November 3 - 9, 2023**

**Long Beach Convention Center  
Long Beach, CA**

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## Conference Dates

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**Pre-Conference Training and Workshops:** November 3 - 5, 2023

**Breakout and General Sessions:** November 6 - 8, 2023

**IAEM *presents* EMvision Talks:** General Session on November 7, 2023

**Poster Showcase Presentation Session:** November 7, 2023

Important Dates for Poster Showcase Participants	
Call for Speakers opens	March 20, 2023
Call for Speakers closes	April 21, 2023 at 11:59:59 PM CST
IAEM notifies participants of selections	June 1, 2023
Participants can contact IAEM to receive presentation and poster development feedback and coaching	June 1 – September 30, 2023
Final PDF image of poster due	September 30, 2023
4-minute recording of poster presentation due	September 30, 2023
Virtual Poster Showcase Evaluation Session for the Competitive Division	October 17 - 19, 2023
Poster set up deadline	Monday, November 6 <sup>th</sup> by 8:00 AM ET
Poster Showcase presentation session for conference attendees	Tuesday, November 7 <sup>th</sup> during the morning program break
Poster removal deadline	Wednesday, November 8 <sup>th</sup> by 2:00 PM ET

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## *Poster Showcase – What is it?*

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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 is collaborative at an organizational level, *however*, the Poster Showcase is an opportunity to share the work of individuals, not organizations. The Poster Showcase poster, video and competitive division virtual evaluation sessions are intended for a single participant per poster. Other collaborators are welcome to attend the annual conference and participate in the Poster Showcase presentation session for attendees.

Participants chosen to display their posters and who have completed the requirements of their Poster Showcase Division 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.

*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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## Division Selection

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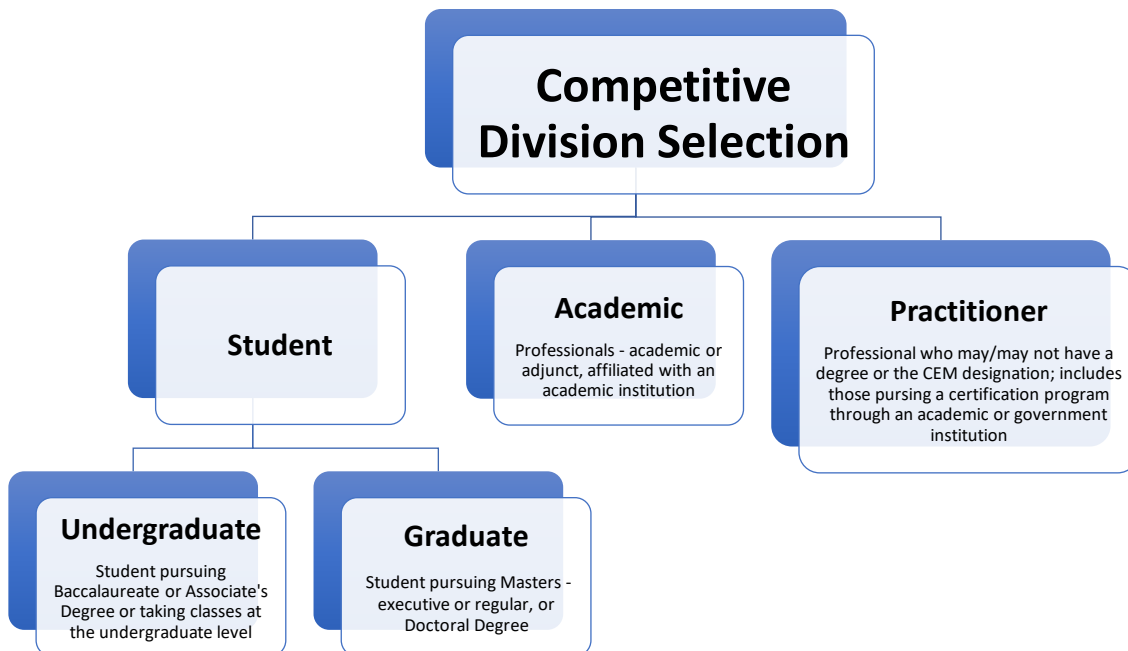
Entrants must select to showcase their work in either the Non-Competitive or Competitive Divisions. *Only one entry per person.*

### 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 and Requirements

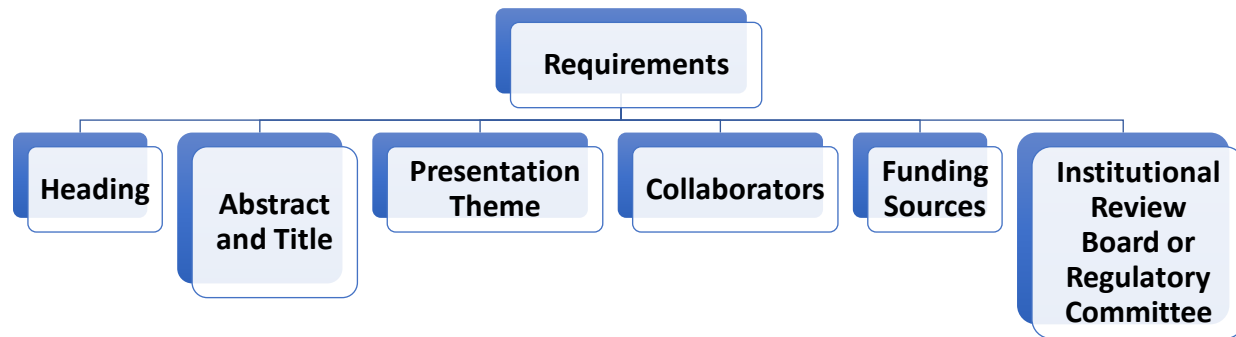
All student participants must submit a letter from their academic institution showing enrollment in the 2022-2023 academic calendar year.

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## Submission Requirements

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Those interested in submitting should develop the following for the IAEM submission portal.



### Participants notified of selection into the Poster Showcase by June 1, 2023

- **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
  - Competitive Division – Graduate Student
  - Competitive Division – Undergraduate Student
  - Non-Competitive Division
- **Abstract and Title Length:**
  - Abstracts – maximum 2000 characters, including spaces
  - 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

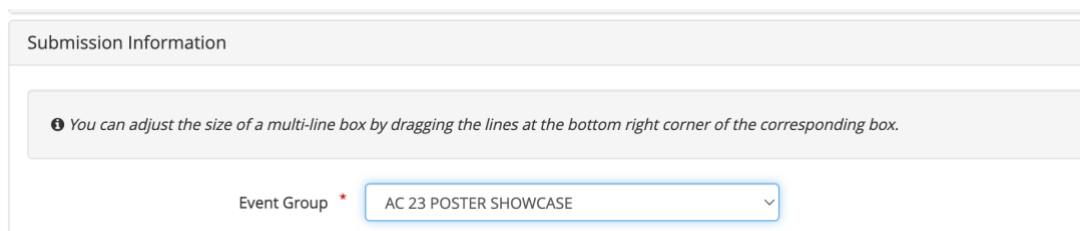
**Deadline – April 21<sup>st</sup> at 11:59:59 PM CST (no exceptions)**

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## How to Submit

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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 four pages to the submission form. Speaker Information, Submission Information, Additional Details, and Speaker Agreement.
4. Speaker Information: Complete any missing information. Fields marked with an \* are required. **Fields required:**
  - a. Prefix, first and last name;
  - b. Job title, department and organization where employed;
  - c. Complete mailing address;
  - d. Work and cell phone numbers, and email address; and
  - e. Bio (max. no. of characters including spaces = 1200).After entering all this information, at the bottom right hand side of the page, click “next”.
5. Submission Information: **First**, select “AC 23 Poster Showcase” in the Event Group field. Next, complete all required fields regarding your abstract.



The screenshot shows a web form titled "Submission Information". Below the title is a light gray box containing a tip: "You can adjust the size of a multi-line box by dragging the lines at the bottom right corner of the corresponding box." Below this is a label "Event Group" followed by a red asterisk and a dropdown menu. The dropdown menu is open, showing "AC 23 POSTER SHOWCASE" as the selected option.

**Fields required:**

- a. Title (max. no. of characters including spaces = 150)
- b. Abstract (max. no. of characters including spaces = 2000)
- c. Upload your enrollment Letter from your academic institution, if entering one of the Student Categories.

After entering all this information, at the bottom right-hand side of the page, click “next”.

6. Additional Details: Complete this page regarding:
  - a. Your participation category;
  - b. Presentation theme;

- c. List any collaborators, advisor(s) and department(s) that assisted with this research;
- d. Identify funding sources, if any;
- e. Identify the Institutional Review Board Proof of regulatory committee approval, if required; and
- f. Provide an alternate email address.

After entering all this information, at the bottom right hand side of the page, click “next”.

7. Speaker Agreement: Click the radio buttons to agree to IAEM’s speaker policies.
8. Once you are done with all sections, you ***must*** click “Preview Submission” before submitting your proposal. 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 proposal to participate in the Poster Showcase at the IAEM 2023 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.

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## ***Poster Requirements***

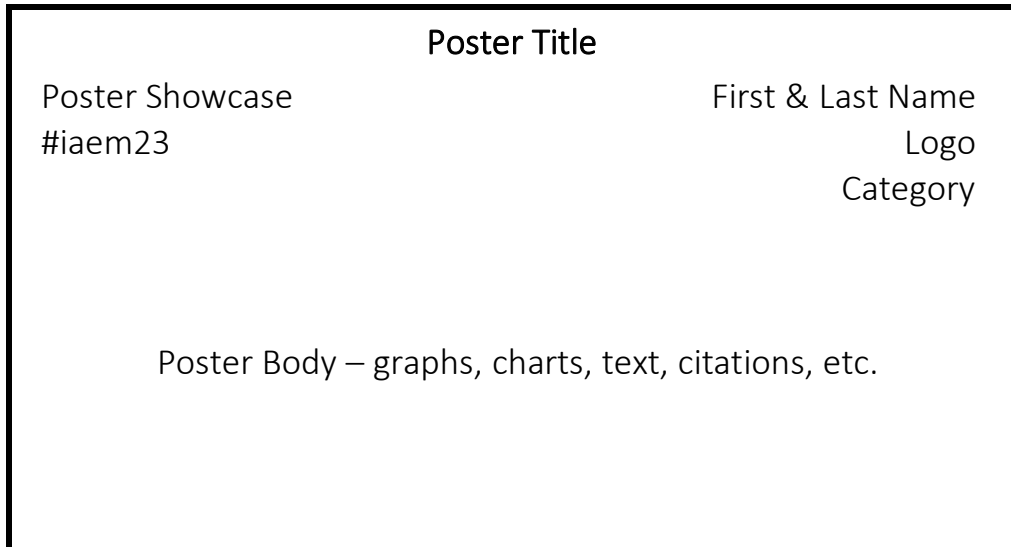
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If your proposal is selected, you will be required to attend the conference and bring your Poster with you to the conference.

A final pdf image of the poster is due by September 30, 2023 and will be reviewed for compliance with Poster Showcase Guidelines. All participants must create a four-minute video overviewing their poster and research. If in the Competitive Division, this video will be sent to the evaluators to review prior to the evaluation session with participants. See Appendix 2 for instructions on creating an unlisted YouTube video.

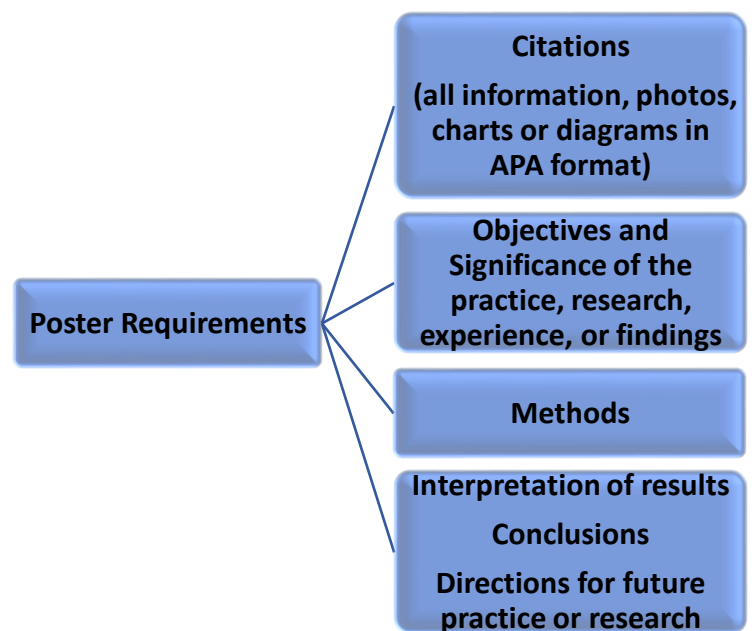
### **Poster Must Include the Following:**

- Poster Showcase #IAEM23 – Top left corner
- Participant’s name – Top right corner
- Small organizational logo (not mandatory) top right corner
- Short presentation title – Center, top
- Participation Category
  - Competitive Division - Student (undergraduate or graduate), Academic, Practitioner
  - Non-Competitive Division



## 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 Posters can be found in Appendix 1.



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.



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## *Registration*

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- All speakers must register for the conference.
- Speakers chosen to display their posters and who have completed the requirements of their Poster Showcase Division will receive a discounted registration rate as follows:
  - Competitive Division – ½ off the speaker registration rate\*,
  - Non-Competitive Division - discounted speaker registration rate.
- A special registration code will be emailed to speakers after registration opens.

*\*Does not include tickets to the Sunday Welcome Party or Wednesday Presidential Banquet.*

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## *On-site Logistics*

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- All Posters must be set up for display by Monday, November 6 at 8:00 a.m. ET.
- 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 Tuesday, November 7<sup>th</sup> during the morning program break to answer questions from attendees.

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## ***Coaching Available***

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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 Raei Tesfazghi, Member Services Specialist at [Raei@iaem.com](mailto:Raei@iaem.com) between June 1 – September 30, 2023 to be assigned a coaching representative.

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

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- A select panel of evaluators will assess the poster pdf and the recorded 4-minute presentation prior to the evaluation session of each participant.
- During October 17 - 19, 2023, participants in the Competitive Division will partake in a virtual evaluation session. Exact time slots and logistics will be provided in the near future.
- The evaluation session will be limited to up to 15 minutes of Q&A. Not all sessions will last the full 15 minutes. A member of the evaluating panel will serve as the timekeeper and will notify the presenter at 10 minutes, and then when the 15 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 Poster is easily read, and not too congested
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 +15 for questions (video and evaluation)
5 points Encourages questions/ Answers questions (video and evaluation)
5 points Speaks naturally, with enthusiasm, confidence, and professionalism
5 points Organized, logical flow
5 points Eye contact (speaks to camera in video, and evaluators during evaluation session) †
5 points Layman's terms; no jargon
† Special accommodations to the rubric for participants with functional needs can be made ahead of time. We encourage participants to notify the Poster Showcase Lead as listed in the Guidance.
<b>Total 100% = 100 points possible.</b>

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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.

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 chosen to display their posters and who have completed the requirements of their Poster Showcase Division will receive certificates of participation that document 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 attached to the respective posters once they are displayed in the convention center on Monday, November 6, 2023. A complete list of those achieving any level of recognition will be posted to the Poster Showcase page of the IAEM 71<sup>st</sup> Annual Conference website and in the IAEM2Go mobile app.

## 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/>

**THE UNIVERSITY OF WARWICK**  
Department of French Studies

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

David Lees  
d.lees@warwick.ac.uk

Supervisors: Professor Nick Hewlett and Dr Jessica Wardhaugh

**Context**  
This poster is a synopsis of the first chapter of my thesis and outlines some of the central arguments of my doctoral research, in the chapter, I examined how our understanding of ideology has been shaped by theorists, including Marx and Engels, Antonio Gramsci and Louis Althusser.

**Key questions**  
• Can we apply theories of ideology to the Occupation years?  
• How is Gramsci's concept of hegemony relevant to Vichy ideology?  
• Was the regime's ideology ever representative of a clear break with the Republican tradition?

**1. Ideology: A working definition**  
Before looking closely at the history of ideology during the Occupation, it is important to discuss what the term actually means. There is no over-arching or widely-accepted definition of ideology, so for the purposes of this thesis, ideology refers to:  
**'A set of ideas, beliefs, opinions and values. A body of concepts that help to legitimize a dominant power'**

**2. A new ideology?**  
Vichy replaced the values of the Republic (liberty, equality, fraternity) with those of the regime (order, discipline, hierarchy). The regime aimed to create a distinct set of guiding principles and beliefs. Philippe Pétain was revered as the head of the French state and the extreme reaction, or Pétainism, was at the forefront of the National Revolution.

**3. Hegemony in practice?**  
Despite Vichy's intention to break with the Republican precedent, the everyday reality during the Occupation was far more complex. Antonio Gramsci's concept of hegemony can, I argue, be usefully applied to Vichy ideology.

**Conclusions: a typical ideology?**  
Vichy was a complex ideology that drew on the values of the Republic and the values of the Occupation. It was a compromise between the two, and it was a new ideology that was created by the regime.

**REVOLUTION NATIONALE**  
This is one of the clearest examples of how Vichy attempted its ideology as a clear break with the Republican tradition. The two houses depicted the Republic (left) and Vichy (right).

**Tips for Designing Effective Presentations**  
*A poster with the main title in 1 1/2" sans serif*

Developed by D. Shong, C. Dwyer, W. Keltz, B. Jernett, and K. Wince  
with materials donated by Penn State's Education Technology Services

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

**Using images**  
Use meaningful, high-quality images. Images should be relevant to the topic and should be used to illustrate key points. Use images to break up text and to make the poster more visually appealing. Use images to draw the viewer's eye to the most important information.

**Choosing and Using Color**  
Choose colors that are visually appealing and that are easy on the eyes. Use color to highlight key points and to make the poster more visually appealing. Use color to draw the viewer's eye to the most important information.

**Screening Fonts and Using Text**  
Choose fonts that are easy to read and that are visually appealing. Use text to highlight key points and to make the poster more visually appealing. Use text to draw the viewer's eye to the most important information.

**Developing a Layout**  
Choose a layout that is visually appealing and that is easy on the eyes. Use layout to highlight key points and to make the poster more visually appealing. Use layout to draw the viewer's eye to the most important information.

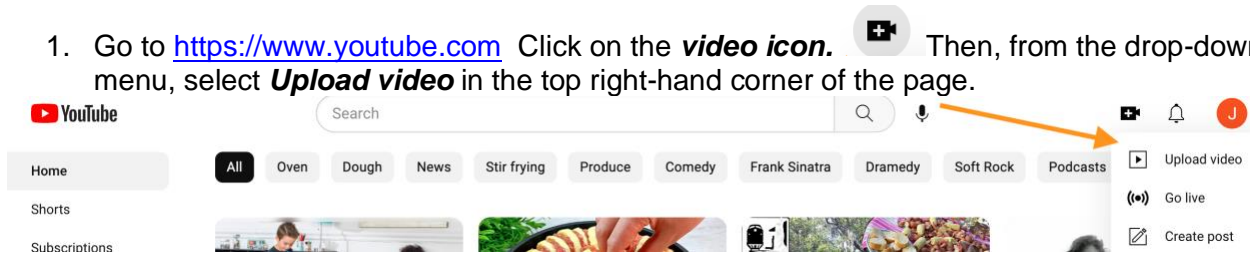
**Planning**  
Choose a topic that is relevant and that is visually appealing. Use planning to highlight key points and to make the poster more visually appealing. Use planning to draw the viewer's eye to the most important information.

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

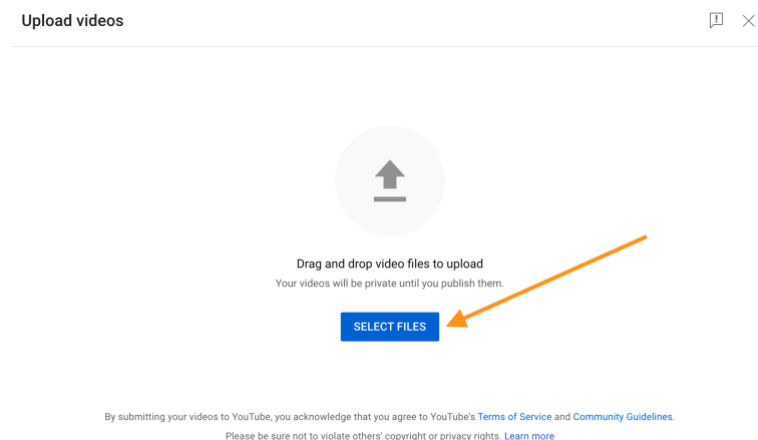
## Appendix 2

### How to Create an Unlisted YouTube Video

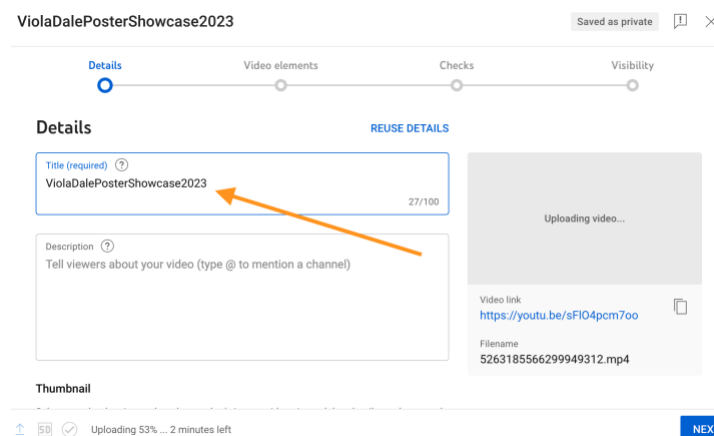
1. Go to <https://www.youtube.com> Click on the **video icon**. Then, from the drop-down menu, select **Upload video** in the top right-hand corner of the page.



2. Click on **Select files** to upload your video from your computer.



3. Name your video with your “LastNameFirstNamePosterShowcase2023”
  - e.g. ViolaDalePosterShowcase2023, then click the blue “NEXT” button.



4. Select the “Audience” to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws, then click on the blue “NEXT” button.

The screenshot shows the 'Audience' tab of the YouTube upload process. The title is 'ViolaDalePosterShowcase2023'. The 'Audience' section is active, with the option 'Yes, it's made for kids' selected. A progress bar at the bottom indicates 'Uploading 91% ... 17 seconds left'. A blue 'NEXT' button is visible in the bottom right corner. An orange arrow points from the 'Yes, it's made for kids' radio button to the 'NEXT' button.

5. On the Visibility page, select **Unlisted** so that anyone with the link can watch the video without it being public. This allows our selection committee view your video. Then click the blue **SAVE** button.

The screenshot shows the 'Visibility' tab of the YouTube upload process. The title is 'ViolaDalePosterShowcase2023'. The 'Visibility' section is active, with the option 'Unlisted' selected. A progress bar at the bottom indicates 'Checking 5% ... 10 minutes left'. A blue 'SAVE' button is visible in the bottom right corner. An orange arrow points from the 'Unlisted' radio button to the 'SAVE' button.

6. When your video upload is done processing, click on the copy link icon, then paste this link following the instructions provided by IAEM staff.

The screenshot shows the 'Video published' confirmation screen. The video title is 'ViolaDalePosterShowcase2023' and it was uploaded on Feb 22, 2023. Below the video player, there is a 'Share a link' section with icons for Facebook, Email, Twitter, WhatsApp, Pinterest, and Blogger. The video link is displayed as 'https://youtu.be/sFI04pcm7oo'. A blue 'CLOSE' button is at the bottom right. An orange arrow points from the video link to the copy icon.

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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

#### **Raei Tesfazghi**

Member Services Specialist  
[Raei@iaem.com](mailto:Raei@iaem.com)

#### **Julie Husk**

Conference Director  
[Julie@iaem.com](mailto:Julie@iaem.com)  
703-538-1795 x1789

### **IAEM Conference Committee**

#### **Duane Hagelgans**

#### **Chair**

[ConferenceChair@iaem.com](mailto:ConferenceChair@iaem.com)

#### **Dale Viola**

#### **Poster Showcase Lead**

[dalev@stuartconsultinggroup.com](mailto:dalev@stuartconsultinggroup.com)

**Thank you for your interest and support of the  
2023 IAEM Annual Conference & EMEX!**