



IAEM.

2024

Annual Conference & EMEX

Colorado Springs, CO

**IAEM-USA
Poster Showcase Guidance**

**International Association of
Emergency Managers
72nd Annual Conference**

November 15 - 21, 2024

**The Broadmoor Convention Center
Colorado Springs, CO**

Conference Dates

Pre-Conference Training and Workshops: November 15 - 17, 2024

Breakout and General Sessions: November 18 - 20, 2024

IAEM *presents* EMvision Talks: November 19, 2024

Poster Showcase Presentation Session: November 19, 2024

| Important Dates for Poster Showcase Participants | |
|--|---|
| Call for Speakers opens | March 18, 2024 |
| Call for Speakers closes | April 19, 2024, at 11:59:59 PM CST |
| IAEM notifies participants of selections | May 31, 2024 |
| Participants can contact IAEM to receive presentation and poster development feedback and coaching | May 31 – September 30, 2024 |
| Final PDF image of poster due | September 30, 2024 |
| 4-minute recording of poster presentation due | September 30, 2024 |
| Virtual Poster Showcase Evaluation Session for the Competitive Division | October 15 - 17, 2024 |
| Poster set up deadline | Monday, November 18 th by 8:00 AM ET |
| Poster Showcase presentation session for conference attendees | Tuesday, November 19 th during the morning program break |
| Poster removal deadline | Wednesday, November 20 th by 2:00 PM ET |

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 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.

Division Selection

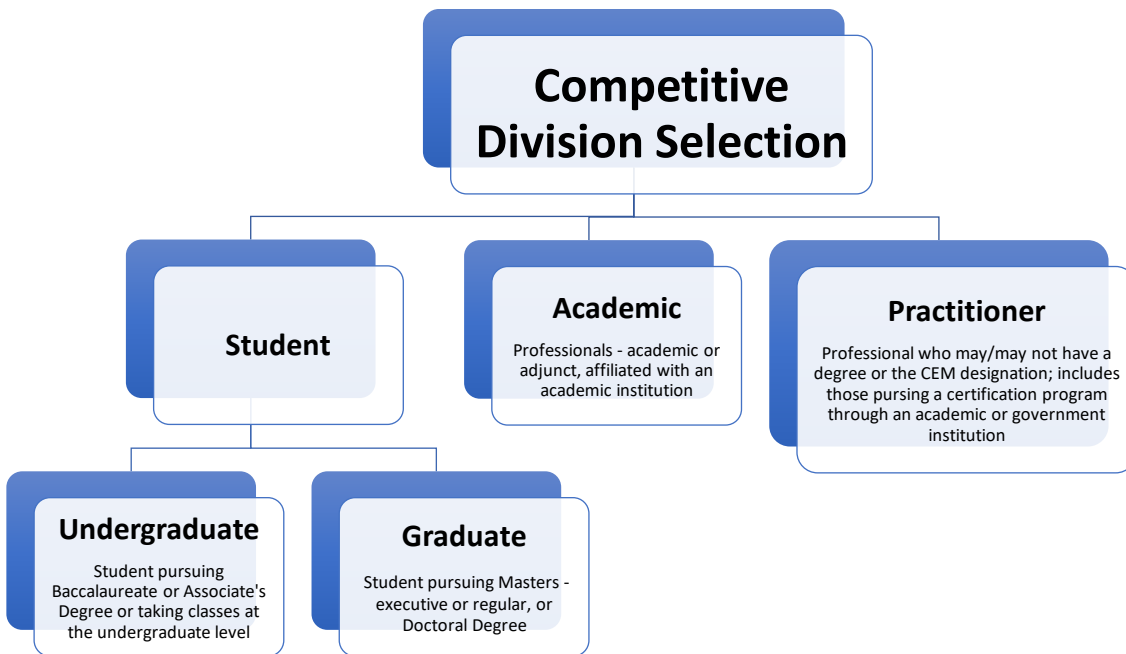
Entrants must select to showcase their work in either the Non-Competitive or Competitive Divisions. *Only one entry per person.*

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.

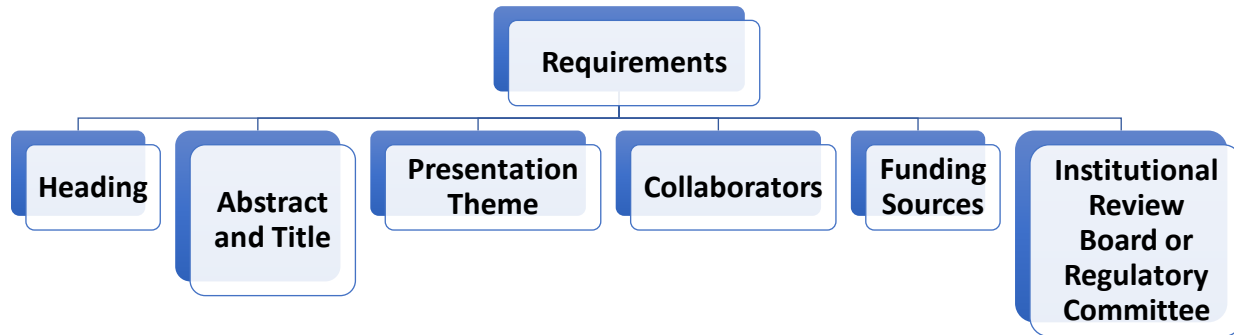


Student Eligibility and Requirements

All student participants must submit a letter from their academic institution showing enrollment in the 2023-2024 academic calendar year.

Submission Requirements

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



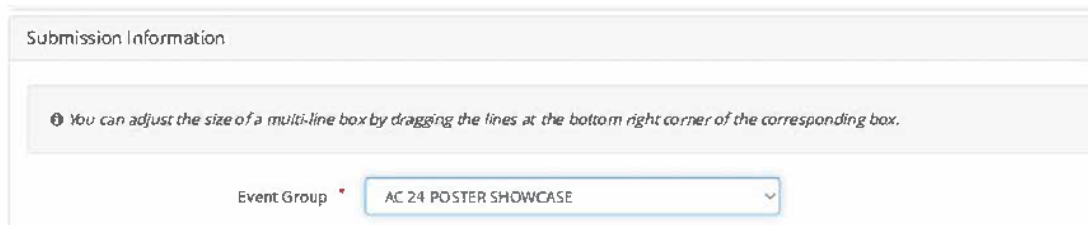
Participants notified of selection into the Poster Showcase by May 31, 2024

- **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 1500 characters, including spaces
 - Titles - maximum 100 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 19th at 11:59:59 PM CST (no exceptions)

How to Submit

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 24 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 large text area with a help icon and the text: "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 dropdown menu labeled "Event Group" with a red asterisk, and the selected option is "AC 24 POSTER SHOWCASE".

Fields required:

- a. Title (max. no. of characters including spaces = 100)
- b. Abstract (max. no. of characters including spaces = 1500)
- 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 2024 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.

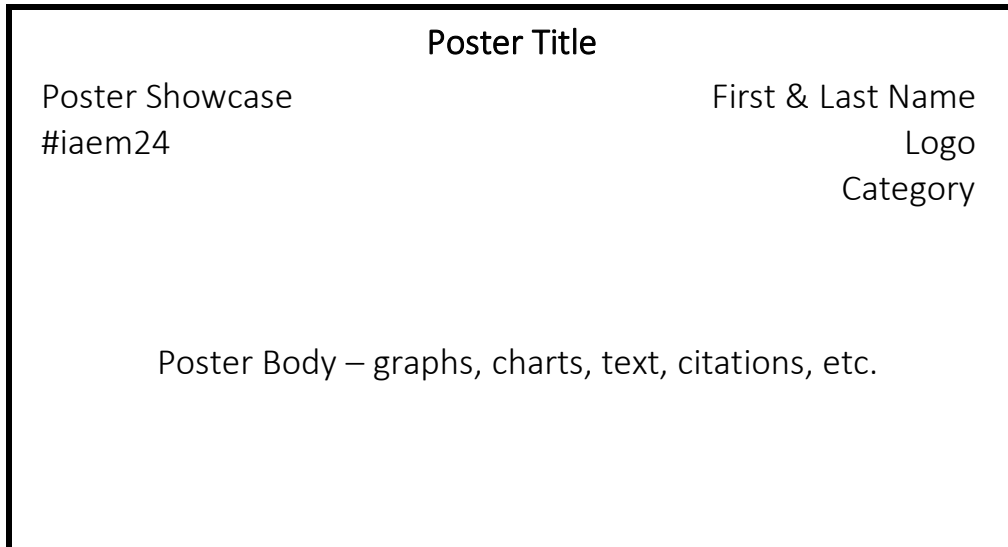
Poster Requirements

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, 2024 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.

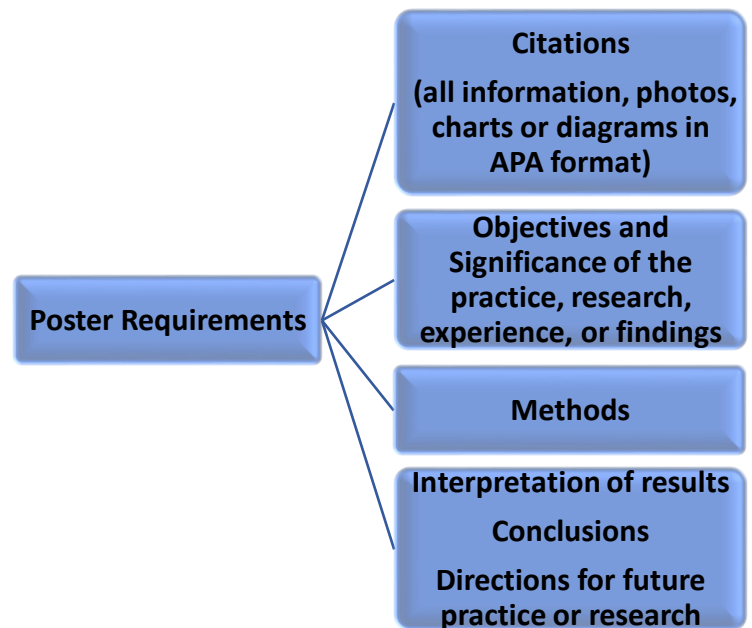
Poster Must Include the Following:

- Poster Showcase #IAEM24 – 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.

Registration

- 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.*

On-site Logistics

- All Posters must be set up for display by Monday, November 18 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 19th 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 Raei Tesfazghi, Member Services Specialist at Raei@iaem.com between June 1 – September 30, 2024 to be assigned a coaching representative.

Oral Presentation Guidelines for Competitive Division

- 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 15 - 17, 2024, 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.

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 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 |
| Oral Description and Discussion (30%) |
| 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. |
| 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 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 18, 2024. A complete list of those achieving any level of recognition will be posted to the Poster Showcase page of the IAEM 72nd 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 my 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.

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-writing 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, hierarchy, authority). Philippe Pétain was revered as the head of the French state and the extreme reaction, or *l'extrême droite*, 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.

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?

Conclusions: a typical ideology?
The poster shows the extent to which Vichy aimed to create the illusion, for itself, the regime saw the flag as a unifying symbol.

REVOLUTION NATIONALE
In Vichy 1942, BOIC AFP 30163 (1)
This is one of the clearest examples of how Vichy structured its ideology as a clear break with the Republican tradition. The two houses depict 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. Kelly, B. Imms, and A. Wink
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 used to support your text, not to replace it. Images should be used to illustrate your text, not to distract from it.

Choosing and Using Color
Choose colors that are visually appealing and easy on the eyes. Use color to highlight important information and to create a visual hierarchy.

Screening Fonts and Using Text
Use a sans-serif font for the main title and body text. Use a serif font for sub-headers and quotes. Use a mix of font sizes and weights to create visual interest.

Developing a Layout
Use a grid to organize your content. Use white space to separate different sections. Use a consistent color scheme and font style.

Planning
Plan your content and layout before you start designing. Use a storyboard to outline your ideas.

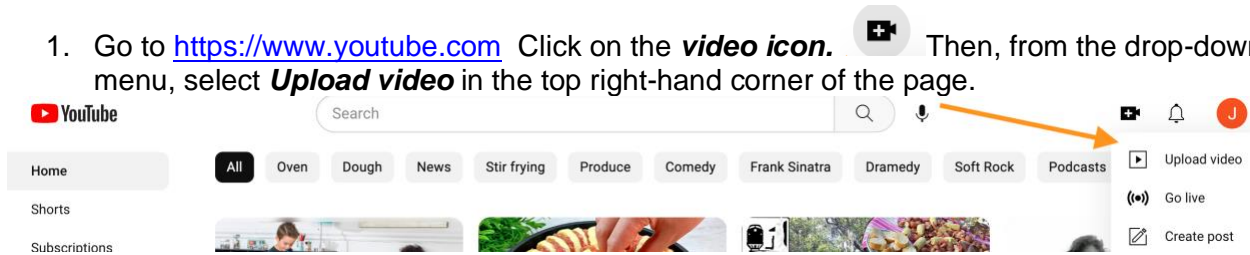
Judges Checklist
Assesses the following elements:
1. Title and subtitle
2. Content
3. Design
4. Layout
5. Visual appeal
6. Clarity
7. Consistency
8. Readability
9. Professionalism
10. Creativity
11. Overall presentation

Viewers reading this line demonstrate the poster's success!

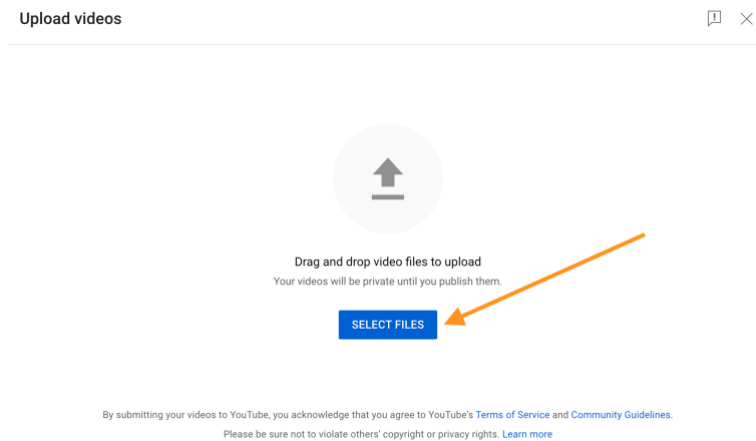
Appendix 2

How to Create an Unlisted YouTube Video

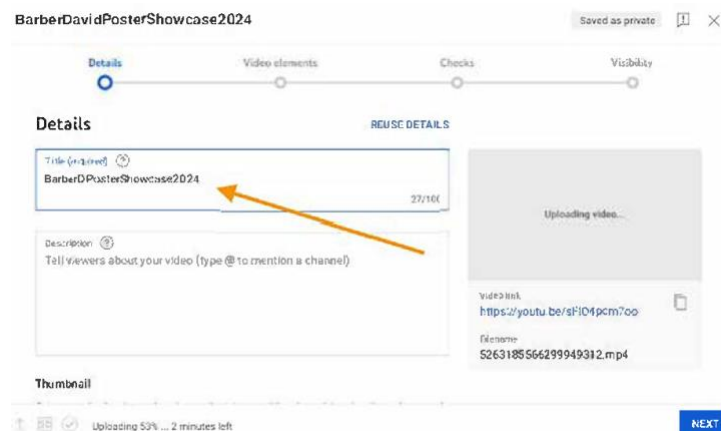
1. Go to <https://www.youtube.com> Click on the **video icon**. Then, from the drop-down menu, select **Upload video** in the top right-hand corner of the page.



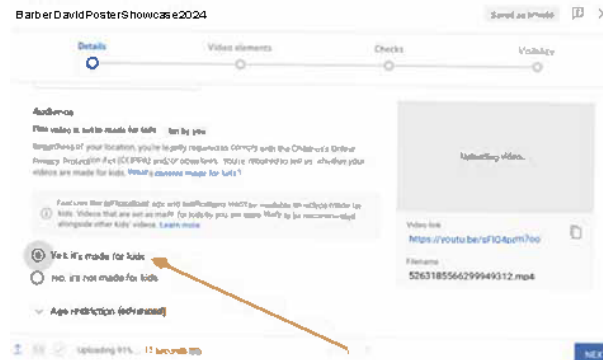
2. Click on **Select files** to upload your video from your computer.



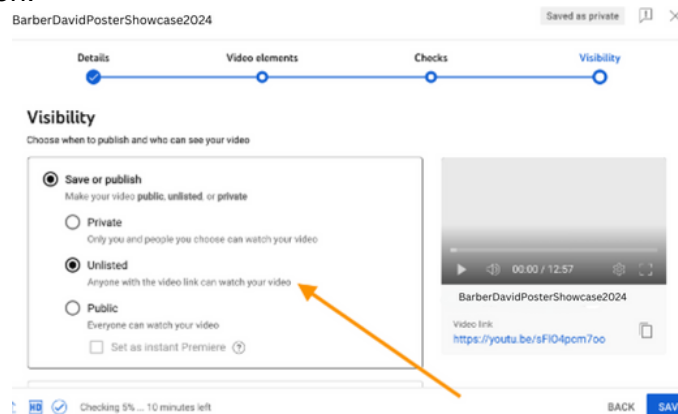
3. Name your video with your “LastNameFirstNamePosterShowcase2024”
 - e.g. BarberDavidPosterShowcase2024, then click the blue “NEXT” button.



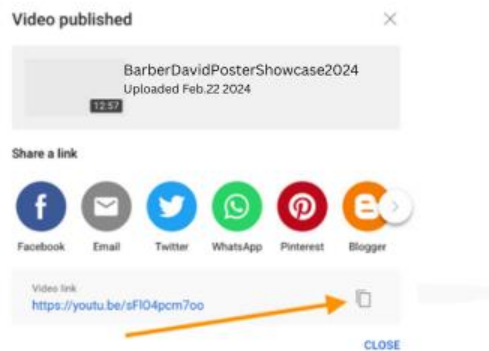
4. Select the “Audience” to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws, then click on the blue “NEXT” button.



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.



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.



General Contact Information

Conference Managers

Association & Society Management International, Inc. (ASMI)
201 Park Washington Court
Falls Church, VA 22046-4527

Raei Tesfazghi
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Duane Hagelgans
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David Barber
Poster Showcase Lead
dbarber@mit.edu

**Thank you for your interest and support of the
2024 IAEM Annual Conference & EMEX!**