# Instructions for Preparing, Submitting, and Displaying Your Poster (STEP 2014 Grantees Meeting)

**Poster and Abstract Submission** (Deadline: February 26th, 2014)

The STEP Grantees Meeting features a Poster Exhibit, and **all projects _except projects in their first year_** are expected to display a poster. (First-year projects are encouraged to submit a poster, but it is not required.)

1. Poster should be submitted electronically via STEPcentral.net. The poster submission pages will be available via the STEP 2014 meeting pages on STEP Central. by mid January.
2. **_This year, all poster submissions should include a high-resolution PDF version of your poster. The PDF must be uploaded before the submission deadline (February 26th)._** The PDFs, along with other information, will be displayed in a "virtual" poster session on STEPcentral.net, allowing all members of the STEP community to view, comment, and ask questions before and after the meeting.
3. If you have trouble uploading your poster, try again using a different browser. Early versions of Internet Explorer have been particularly problematic.
4. Your poster page on STEPcentral.net can be edited even after submission. However, **_only the same person who originally posted information can make edits!_**
5. When you submit your poster, **_you will be asked to choose a theme ("cluster") for your poster (see list below)_**, as well as to identify keywords that relate to your project, and particularly to your poster. You will also be asked to provide an abstract and a short "take-home message". All of this information should help the community find the posters of particular interest. Both the virtual and in-person poster sessions will be organized by theme:
   - BP:      Bridge Programs
   - CI:      Course and Curriculum Improvement
   - TF:      Two-Year/Four Year Partnerships
   - UR:      Early Undergraduate Research & Internships
   - ER:      Educational Research and Policy
   - FD:      Faculty Development & Networking
   - LC:      Learning Communities and Cohort-Building
   - PI:      Peer Mentors in Supplemental Instruction (e.g., PLTL)
   - PS:      Project Sustainability/Institutionalization
   - WM:   Recruiting, Retaining Women and Minorities
   - MC:   Miscellaneous

**Send Us Your Photos! (Optional)** (Deadline: Friday, February 28, 2014)

**_We encourage you to send us photos from your poster showing your STEP project in action._** Your photos will be showcased in a rolling presentation called the "faces and places of STEM learning" during lunch and breaks at STEP 2014. We will create an on-line form for you to submit your photos. The form will be available by mid January 2014.

## Poster Content

As you prepare your poster, please keep in mind that the poster sessions at the meeting are short! Meeting participants do not have time to focus on all the details of very dense posters. Hence, we urge you to follow a "less is more" strategy, focusing on the parts of your project most closely related to the main theme that you have chosen, and making use of visuals (e.g., photos and graphs) to get your ideas across.

1. Part of your poster should be used to describe your overall project, including the goals of your project and the strategies that you are using to achieve those goals. This would be a good place to include your "take-home message."
2. Part of the poster should describe implementation progress, including data that demonstrate the level(s) of participation by students and the impact to date of the strategies used in your STEP project, particularly those strategies related to your chosen theme.
3. Finally, your poster should identify one or two significant opportunities or challenges that you have encountered in your project and the actions that you are using to take advantage of these opportunities or to overcome the challenges.
4. (OPTIONAL) Consider including a section called: *"Two questions we'd like to talk with our colleagues about."*

If you wish to distribute promotional materials about your project or institution, please bring these as handouts that can be distributed at your poster. Do not use your poster space for these materials.

## Poster Display

1. The available poster space will consist of one (1) poster board, **4'**(wide) x **4'**(high) for each grantee to display a poster, brochures or any other items of interest. Space will be assigned and issued to grantees during meeting registration.
2. Because the Poster Hall will be in a non-secured space, no posters or displays requiring electronic connections or displaying computer equipment or expensive/irreplaceable materials can be admitted to the session.
3. Posters may be set-up on Wednesday, March 5th from 6:00 pm to 9:00 pm, or on Thursday, March 6th from 7:00 am to 8:00 am, prior to the opening session of the meeting. Posters will remain on display throughout the meeting and must be dismantled on Friday, March 7th, immediately following the closing session.
4. Posters may be affixed to the poster boards with either Velcro or pushpins. Pushpins will be provided in the Exhibit Hall.

## Printing/Shipping Options

Many of you will undoubtedly be printing your posters at home and bringing your posters with you. Here are two options for those of you who would rather avoid the hassle of traveling with your posters.

1. You may wish to consider having your poster printed in Washington DC and delivered to the Marriott Wardman. FedEx Office offers a "Print Online" service (https://printonline.fedex.com) that allows you to arrange printing at any FedEx Office location. Approximate cost for a typical 3'x4' poster is $130 plus taxes and delivery. Lamination is additional.

   If you choose this option, please use the FedEx Office Print and Ship Center located adjacent to the hotel on Woodley Road N.W. (http://local.fedex.com/dc/washington/office-5018/; ph: 202-986-4028). Be sure to provide "STEP 2014" as your "company name", and ask for your poster to be delivered to the Washington Marriott Wardman Hotel *on **Wednesday, March 5***. You will be able to **pick up your poster at the *meeting* registration desk.**

   **We also ask that you let us know via email -- Tengiz Sydykov <t.sydykov@asee.org>**

2. If you wish to ship your poster session materials to the hotel, please send materials to:

   ***Your name*, Hotel Guest (Arriving on *arrival date*)**
   **C/O Washington Marriott Wardman Hotel**
   **2660 Woodley Road N.W.**
   **Washington, D.C. 20008**

   **If you choose this option, please pick up your poster at the *hotel* registration desk when your arrive.** All boxes should be prominently marked with "Poster Session/STEP 2014" with the name of the institution and the name of the person responsible for setting up/taking down the display.