



**CALL FOR POSTERS**  
To be presented at the  
**29<sup>th</sup> Annual Conference of AIAEE**  
*“Building Capacity through International Agricultural  
Extension and Education”*  
**May 19-23, 2013**  
**Fort Worth, Texas - USA**

The Association for International Agricultural and Extension Education (AIAEE) is requesting proposals for refereed abstracts of professional posters relating to issues in international agricultural and extension education to be presented at the 29<sup>th</sup> annual conference in 2013. Topics relating to the 2013 conference theme “*Building Capacity through International Agricultural Extension and Education*” are encouraged, but all submissions will be given full consideration.

In order to submit a proposal and present a poster, at least one author must be a current AIAEE member. If you are not a member, you may register by completing an application form at <http://www.aiaee.org/join-us.html>. New members and graduate students are encouraged to submit proposals. Members may submit more than one poster proposal. Please share this call with your professional colleagues.

- The deadline for submitting proposals for POSTERS is **Thursday, November 1, 2012**. **No late proposals will be accepted.**

**Purpose:** To visually present a concept or idea that reflects innovative models of educational programming, research findings, or evaluation.

**Required Format for Poster Proposals:**

- 1) **Page Limitation:** Each poster proposal is limited to title page and a 500-word abstract.
- 2) **Title Page:** List title of your poster, name(s) and institution(s) of each author. **For the lead author only**, include the complete contact information (address, telephone number, fax number, and current e-mail address). Include also up to five keywords that best describe your poster.
- 3) **Abstract: Limit your abstract to 500 words maximum.** The abstract should accurately communicate the overview of your poster presentation. The abstract should be single spaced, Times New Roman, 12-point font, and adhere to American Psychological Association (APA) 6<sup>th</sup> ed. guidelines. No author names or identifying information should appear in the abstract.

The abstract should clearly and concisely describe

- Introduction and need for innovation *or* research
- How the innovative program works *or* research methodology and theoretical/conceptual framework
- Results
- Conclusions/Implications
- Recommendations for practice and/or research
- Cost/Resources (for innovative programs)
- References (not included in the 500-word limit)

- 4) **Format:** You must prepare your proposal as a rich text file (.rtf extension). Some reviewers are unable to open Word documents. All abstracts not meeting these minimum guidelines will be returned without review.

### Submission Guidelines

We will continue the Web-based system of *FastTrack* for the AIAEE conference proposal management process. You need to log into the proposal submission web site (<http://aiaee.expressacademic.org/login.php>), using your **User ID** and **Password**. If you are a first time user you will need to register. After logging into the system, you will be at <http://aiaee.expressacademic.org/actions/author.php>. Then, click the “**Submit a new document**” to submit a proposal. Next, provide requesting document details and browse your document. You must submit your proposal in the *FastTrack* Web site as a rich text file (.rtf extension). Use the following format to name your files:

Format: [Lastname]1.rtf

Example: Ricketts1.rtf

When you are ready to submit your poster proposal, click the “**Submit document.**” You will get an e-mail confirmation for your poster proposal submission. All correspondence will take place using *FastTrack* and your e-mail address.

### Review Results

Each proposal will be peer reviewed by a small panel of respected agricultural and extension educators. Posters will be evaluated based on two criteria: (a) is the topic of the poster consistent with the objectives of AIAEE, and (b) does the proposal adhere to the required format? The lead author of the poster proposal will be notified of the review decision via e-mail on or before **December 1, 2012**. Please note that meeting this deadline is contingent upon the prompt return of reviews by AIAEE members.

<p><b>NOTE:</b> Absolutely no changes in authorship or titles will be accepted once the proposal has entered the review process. At least one author must be present at the conference to display the poster.</p>
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## Poster Presentation Guidelines

If your proposal is accepted, you must develop your poster using the following guidelines. Posters accepted should be printed on one continuous sheet of paper. Maximum size – 48 inches width X 42 inches height (120 cm width X 105 cm height). Posters will be on display for one entire day of the conference; at least one author is required to be present during the poster session. Awards are presented for the three outstanding professional poster presentations and three outstanding student poster presentations.

**Judging Criteria:** The criteria for selection of the top poster presentations are

- Selection of content
- Relevance to AIAEE objectives
- Logical organization of material
- Originality or innovativeness
- Creativity of ideas
- General appearance
- Conveys message/easily understood

### Please note:

Presenters will be required to register for and pay the conference registration fee by the due date that will be announced at <http://www.aiaee.org/upcoming.html> and sent to the AIAEE list serve shortly. If you do not register, the poster abstract will not be included in the final schedule of presentations or proceedings.

### Please direct questions about posters to:

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We welcome new members, please contact **Dr. J. Mark Erbaugh**, AIAEE Treasurer, at [erbaugh.1@osu.edu](mailto:erbaugh.1@osu.edu) or become a member using the online or downloadable form at <http://www.aiaee.org/join-us.html>.