



"A Splendid Combination!"

NCLA - SELA in 2004

Centennial Conference, North Carolina Library Association

Biennial Conference, Southeastern Library Association

Charlotte, North Carolina, November 9 - 13

POSTER SESSIONS

What are Poster Sessions?

Poster sessions are informal presentations of unique and trendsetting programs and activities being carried out in academic, research, public, school and/or special libraries throughout the Southeast.

Why do a Poster Session?

- * To communicate your ideas to colleagues.
- * To receive feedback on research or projects.

How to do a Poster Session?

The Idea

Poster session topics can be based on research you are conducting, an innovative program you have developed at your library, or an imaginative effort at resolving practical problems.

Have you considered ways to:

- * Select periodicals
- * Use volunteers
- * Train staff or student workers
- * Automate a procedure
- * Run a term paper clinic
- * Publicize your services
- * Evaluate the collection

These and other ideas can be developed into poster sessions. There are no limitations.

The Plan

- * What is the objective of your research or the problem you want to solve?
- * What methodology will you use?
- * How will you evaluate your results?
- * What are your findings?
- * What are your conclusions?

The Presentation

The poster session display should graphically present your project in an organized manner. It should contain (1) an abstract, (2) a statement of the problem, (3) objectives of the research or project, (4) methodology used to solve the problem or implement the program, (5) major findings or outcomes and their significance, and (6) conclusions.

Think in terms of graphic impact. Lettering should be clear and legible. Charts, drawings, or other illustrations help tell your story. Anything that adds color, dimension, texture or movement will make your presentation more interesting. Keep your message clear and direct.

Bulletin boards are usually 4' X 8'. Because material must be transported, and put up and taken down at the meeting in a short amount of time, it is important to mount your materials on poster board or other solid backing that can be attached with push pins.

It is advisable to bring samples or handouts and to maintain a mailing list for future correspondence. Poster session presenters must be at their assigned booths during their assigned times to answer questions and informally discuss their projects with conference attendees.

Can one person apply to present more than one Poster Session?

Yes. We try to group like poster sessions together so that all the poster session dealing with similar topics are at the same time. If your poster sessions deal with the same subject, we will try to place them side by side so you can be at both booths at the same time. If they deal with different subject matter then they will be scheduled at separate times.

Ready to SIGN UP?

The 2004 SELA/NCLA Poster Sessions Committee hopes that this unique and informal way of contributing to the conference will be taken advantage of by many presenters and conference attendees. To be sure that you receive an application form and instructions, contact the Poster Sessions Coordinators listed below. Watch for more information on the conference web pages at www.nclaonline.org, in *The Southeastern Librarian*, and on the SELA web site: <http://www.seflin.org/sela/index.html>

Thanks for your interest !!

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POSTER SESSION GUIDELINES

Each poster session will last 1-2 hours. During this time, at least one presenter must attend the conference and remain at the display to answer questions and to informally discuss the contents of the display. The mounting of the display must be accomplished during the allotted time preceding your scheduled presentation and taken down during the allotted time following your assigned display time.

The poster display should include a statement of the problem, objectives of the research or project, the methodology used to solve the problem or implement the program, the major findings or outcomes and their significance, and conclusion. A logical sequence should be evident -- introduction, development, and conclusion. If the poster session does not deal with a particular problem, but instead presents a concept or new program implemented, please present as much information as possible so that on-lookers can determine if the concept would be appropriate for their situation.

The poster board surface area will be approximately 4 feet high by 8 feet wide. The board will allow for push pin attachment of materials. Some boards may have an edging of up to 1 inch. A heading should be prepared for your presentation using lettering at least 1 1/2 inches high. Indicate the title of the presentation, the name(s) of the presenter(s), and their institution/organizational affiliations.

All materials to be posted should be prepared BEFORE you arrive. Materials will not be available at the Conference. Charts, drawings and illustrations should be at least 11 X 14 inches on regular weight paper. They may be mounted on poster board or heavy stock as long as the material can be affixed with thumbtacks or push pins (WHICH YOU SHOULD BRING) onto the poster board. If lettering is done by hand, it should be at least 3/8 inch high and of bold print. Figure legends are essential, and should be short but informative. All lettering should be simple, bold, and easily legible at a distance of four feet. A copy of the abstract in PRIMARY type or larger, if possible, should be posted in the upper left-hand corner of the board.

VERY IMPORTANT: Visuals may enhance the effectiveness of the presentation. Think in terms of graphic impact. Simplicity and legibility are more important than artistic embellishments. For example, some color combinations, although very attractive, are very difficult to read -- especially if the lighting is not optimal. Charts, drawings, photographs, and other illustrations are encouraged. Also don't overlook the impact of three-dimensional materials which will certainly catch the attention of on-lookers.

It is the intention of the SELA Poster Sessions Committee to provide each presenter with a table to accompany the poster board presentation. The size and shape of the table is unknown. It is recommended that each presenter provide sign-up sheets to record the names and addresses of attendees who might wish more information, reprints, etc. at a later date. Handout materials are encouraged, but should be duplicated and brought with you. No duplicating facilities will be available through SELA.

ELECTRONIC NOTE: There is no guarantee of electrical outlets being near your poster session booth. Should you choose to incorporate any kind of electronic equipment (audio-visual, computer, laptop, etc.) into your presentation, please be advised that it is at your own risk.

Rules on Submission

The deadline for the receipt of applications for poster session presentations is August 20, 2004. The submission must be made by the author or one of the co-authors. **An abstract may be submitted only if the author or one of the principal authors will be at the conference to make the presentation at the assigned time.**

Abstracts must be submitted on the official form attached to these instructions (or electronically via the SELA or NCLA web sites). The quality of the research, program, or project, as presented in the abstract, will be the main factor for acceptance by the poster session review panel. However, it may be necessary to restrict the number of presentations because of space limitations or topic distribution. Final selections will be made in late August/early September 2004. Authors will be notified of the panel's decision by September 17, 2004.

Contact Jessica Buehring or Elizabeth Urbanik if you have not heard by September 30.

Incomplete or improperly executed abstracts will be rejected. No changes in abstracts or other program copy may be made after submission.

Format

Abstracts will be published (format is pending) and will be available at each poster session. The abstract should be typed on the official form. Two (2) additional copies (xerox or similar quality) must be submitted in addition to the original typed abstract. (If applying electronically, omit additional copies.)

Abstract form should include the following:

Title. Use a short and concise title that indicates the content of the abstract. Capitalize the first letter of each word except prepositions and articles.

Authors and Institutions. The author's (or authors') name(s) should be typed in capital letters. Place an asterisk after the name of each author(s) who will be present at the session. Each author should be identified by institution, city, and state, omitting department, division, etc. If more than one institution is represented by joint authors, each should be listed after all authors in the same order as the author's listing. Titles, authors, and institutions will be printed in the abstract bulletin or in the official program.

Content of Abstract. If the submission is a research study, the abstract should contain a concise statement of (1) the problem under investigation, (2) the methodology used, (3) the major findings, and (4) conclusions.

If the submission is a description and analysis of a problem or a practical problem-solving effort, the abstract should contain a concise statement of (1) the rationale and planning involved, (2) a description of the program or problem resolution, (3) methodology where appropriate, and (4) evaluation or implications.

Checklist of Instructions for Submission

1. Type title, author, institution, and abstract according to instructions and sample.
2. Be sure to keep all typing within the outlined margins.
3. Corrections should be avoided but, if necessary, should be "whited" so copy is camera-ready.
4. **Sign the forms at the bottom of the application.**
5. Type name and desired address at bottom of application.
6. Make two photocopies of the abstract for submission. (Omit if applying electronically.)
7. Send: (a) completed official abstract form,
(b) two photocopies of the form,
(c) self-addressed, stamped envelope (business size) to:

Jessica Buehring/Elizabeth Urbanik
Poster Session Co-Coordinator
Mitchell Memorial Library
Mississippi State University
P.O. Box 5408
Mississippi State, MS 39762

Phone: 662-325-7677 (Buehring) or
662-325-3018 (Urbanik)

Fax: 662-325-2895 or 662-325-9131

E-mail: jbuehring@library.msstate.edu
eurbanik@library.msstate.edu

If you have any questions about your official abstract form, preparation of your poster session, or your scheduled presentation time slot, please call Jessica or Elizabeth at the above numbers.

Sample Abstract Form

Type the abstract single-spaced on the Abstract Form. Add the signature of the author making the submission.

A sample abstract submission is as follows:

Government Documents for Children: Grown-up Resources for Very Young People. LADONNE DELGADO* AND EMILIE WHITE*. Mississippi State University, Mississippi State, MS.

One of the happiest surprises in the U.S. Government documents collection is the wide diversity of appealing publications written especially for children. These informative materials from many government departments and agencies, such as Agriculture, Commerce, Health and Human Services, and NASA, are distributed free to many Federal Depository libraries. They likewise are available at low cost to both individuals and libraries from the Government Printing Office, U.S. Government bookstores, the Consumer Information Center, and from the departments and agencies themselves, sometimes without charge. Many book jobbers obtain government documents for their customers.

This presentation features publications for children that are predictably short and colorful, well illustrated, and easily read by appropriate age groups. Media specialists, school librarians, and public librarians may be particularly interested in the educational aspects of many documents prepared for classroom instruction. Handouts accompanying the session provide information to help identify and obtain documents for very young readers and library patrons.

SAMPLE

Signature of Applicant: _____

Name: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Official Abstract Form

Type the abstract single-spaced on the Abstract Form. Add the signature of the author making the submission.

Signature of Applicant: _____

Name: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____