GUIDELINES FOR POSTER SYMPOSIA SESSIONS

PURPOSE OF FACILITATED POSTER SYMPOSIA SESSIONS: To enhance the critical dialogue regarding a topic or project. To do so, we are providing an outline of roles and corresponding tasks. The last page of this handout is a template for you to use for the handouts.

AUTHORS OF POSTER SYMPOSIA SESSIONS:

- Send copies of conference manuscript and a short abstract (two documents) to the facilitator by October 20.
- Send three potential discussion questions.
- Provide a copy of the poster handout to NCFR to upload. See NCFR guidelines or check with Cindy Winter for additional details.
- Bring 10 to 15 copies of a one-page poster handout to the conference.
- Follow NCFR guidelines for poster sessions.
- Identify a graduate student who may assist with logistics such as evaluations, drawings, and the like.

FACILITATOR:

- Review the papers in advance of the conference.
- Develop discussion questions.
- Create up to five discussion questions.
- Develop a handout using the Facilitated Poster Symposium template.
- Attend the poster session to get a sense of attendees’ views, and hand out the sheet you have prepared to give to all attendees.
- While at the poster session, invite conference participants to join you and the authors in a facilitated discussion the last 20 minutes of the session.
- During the discussion time provide an introduction, outlining what is to come.
  - Introduce Authors, the presider/yourself.
  - Before closing the session, leave time to recap of ideas expressed.
- Re-cap of ideas shared to close the session (last 5 minutes).
TEMPLATE FOR POSTER SYMPOSIUM HANDOUT

OVERVIEW OF FACILITATED POSTER SYMPOSIUM SESSION: Provide a summary paragraph integrating the common aspects of the manuscripts, gives an overview of the unique contributions of the manuscripts, and provides a summary of implications for policy, law, programs, or practice.

TITLE OF SESSION:

NCFR SESSION NUMBER:

DATE & TIME OF SESSION:

FACILITATED DISCUSSION BEGINS AT:

LOCATION OF FACILITATED DISCUSSION:

FACILITATOR:

Poster 1
   Title of Paper:
   Authors:
   Abstract:

Poster 2
   Title of Paper:
   Authors:
   Abstract:

Poster 3
   Title of Paper:
   Authors:
   Abstract:

Poster 4
   Title of Paper:
   Authors:
   Abstract:

Poster 5
   Title of Paper:
   Authors:
   Abstract:
Poster 6

Title of Paper:
Authors:
Abstract:

FACILITATOR’S DISCUSSION QUESTIONS: