



## Poster Session Presentation Submission

The Professional Development Committee of SACRAO is pleased to announce poster sessions at the 2016 Oklahoma City, OK conference. Poster sessions can be research at the undergraduate, masters or doctoral levels; or more practical work-oriented displays of best practices; assessments; or examples of process improvements in enrollment management, admissions or records offices.

- The poster topic should be specifically related to the mission of SACRAO as it identifies and promotes standards and best practices affecting admissions officers, registrars, and other academic support and student-service professionals.
- A poster session is a graphic presentation of author's research, best practice, or examination of a topic. The author illustrates findings or examples by displaying graphs, photos, diagrams, and a small amount of text on the poster boards. Time is set-aside during the conference for one-on-one conversations about the information displayed.
- Presenters do not have to be members of SACRAO to present their poster at the conference, but presenters are required to pay all transportation, lodging and food costs. Presenters who are not attending the actual conference can request a waiver of the registration fee.
- To submit a proposal, authors should use the following format and email the document to the Vice President for Professional Development, Bradley Barnes, at [bbarnes1@uab.edu](mailto:bbarnes1@uab.edu).
- **The deadline to submit a proposal for consideration is December 1, 2015.** Notifications will be sent in early January, 2016.

# Submission Format

(email this information directly to Bradley Barnes, at [bbarnes1@uab.edu](mailto:bbarnes1@uab.edu))

**Poster Session Title:**

**Presenter's Name(s):**

**Presenter's Institution:**

**Presenter's Contact Information:**

**Session Abstract:**

**Research Design/Methodology:**

**Detailed Summary:**

**Implications to Admissions or Registration & Records profession:**

## Poster Board Information

The author should prepare all materials in advance.

- The poster board should not exceed 30" x 60"
- Please provide a hard back (board), and tape or thumbtacks for attaching to board
- A table, chair, and easel will be provided for each poster session
- There will approximately 6-10 poster sessions scheduled concurrently. You will be assigned a presentation number for evaluation purposes. Make sure to post your presentation number next to your poster. It will be provided for you when you arrive.
- Posters are usually set up the morning of the day of the session, although authors are only required to be present at their posters during the scheduled session block. Presentations should be taken down within 30 minutes after the session ends. Display materials not removed following the conclusion of the session will be discarded.
- Materials should include the title of the presentation and the list of authors. Letters in the title should be at least one inch high. Bring all illustration needed – figures, tables, color photographs, charts... It may be helpful to consult an artist about the display.
- The material should be well labeled and legible from a distance of two yards. Lettering should be bold. If you will be posting typed material, use a large font size (20 to 24 point font) on white, pale yellow or cream-colored non-glossy paper. Use one-inch margins. Avoid the use of fancy fonts. Use upper and lower-case letters. Simple serif fonts such as 'Times New Roman' are easier to read than sans serif fonts such as 'Geneva.'

Questions or Additional Information Needed?

Contact the SACRAO Vice President for Professional Development, Bradley Barnes, at [bbarnes1@uab.edu](mailto:bbarnes1@uab.edu).