



## IN-PERSON POSTER SESSION GUIDELINES

Poster sessions will be held at the Orlando World Center Marriott, 8701 World Center Dr, Orlando, FL 32821

### Poster Details

- **Size**
  - Posters will be mounted on double-sided 4' (48") high by 6' (72") wide cork message boards with poster sessions on each side of the board.
  - All posters should be made to fit within these specifications. Materials should not be setup on the floor or leaned against the poster in any way.
- **Printing**
  - Order your prints online from FedEx
    - You can have your poster(s) printed by the on-site FedEx office at the hotel and pick them up upon arrival. \*See the **last page** of these guidelines for more information.
  - Print on your own
    - How to print using PPT:
      - <https://assure.as.ua.edu/poster-guide/>
      - <https://libguides.uccs.edu/c.php?g=117491&p=764755>
      - <https://designshack.net/articles/business-articles/how-to-make-a-poster-in-powerpoint/>
      - <https://slideuplift.com/blog/tips-for-cool-powerpoint-presentations/how-to-make-a-poster-in-powerpoint/>
    - Print at any local shop near you
- **What to Include**
  - There are many ways to present a poster session. The presentation of your session will depend on the type of research, instructional strategy, or effective practice you are presenting.
  - Your display should contain
    - Session title
    - Presenter(s) names
    - All illustrations, tables, graphs, and photographs
- **Accessibility**
  - Check out the Accessibility Guidelines [HERE](#) for suggested text size, type, and coloring.
  - It is important that you review these prior to finalizing the design of your poster presentation.

- **Additional Materials**

- Presenters will need to provide items such as push pins or double-sided tape for mounting display materials on the board.
  - CEC cannot provide these items for you.
- Electricity will not be available for Poster Sessions.
- Consider bringing:
  - Copies of your research to give to interested attendees
  - Copies of your CV
  - Business cards

## **Presenting Your Poster**

- **Set-up & Tear Down**

- Set-up your poster at your assigned spot 15 minutes before the start of your time slot.
- At the conclusion of your session, you have 15 minutes to dismantle your poster.

- **Where Should You Be?**

- With your poster!
- It is important that you remain with your display for the duration of the session.
- Interaction between the poster session presenter(s) and the convention attendee is vital, as convention attendees might have questions about the research or findings being presented.
- NOTE: Sessions unattended will be dismantled and discarded.

**\*All handouts should be uploaded to the event app once it is available. Separate information will be provided for this.**

## **Questions**

- If you have any questions, please contact Renee Glasby at 703-264-9422 or via email at [rglasby@exceptionalchildren.org](mailto:rglasby@exceptionalchildren.org).
- For questions about ordering online from the FedEx at the World Marriott in Orlando, please email [usa5517@fedex.com](mailto:usa5517@fedex.com).

## **Ordering Poster Online from FedEx**

- See the next page for details



## POSTER ORDER FORM

FEDEX Office Print & Ship Center- Marriott World Center

8701 World Center Drive  
Orlando FL 32821 USA5517@fedex.com

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Council for Exceptional Children has teamed up with the FedEx Office on-site at the Orlando World Center Marriott for quick and hassle free poster printing.

Simply click on the link below to upload your poster for printing, pay for it online, and it will be ready for pickup at the FedEx Office on-site. The posters will be a MAX size 42" wide by 48" high and printed on high resolution gloss paper for a cost of **\$84.00 plus tax**.

The last date to purchase your poster at this special price is Wednesday, January 5th.

***Click on the link below to submit your poster:***

<https://docstore.fedex.com/hco5517d>

Maximum poster size = 42x48 high resolution gloss

**\$84.00\***

Qty

file name: \_\_\_\_\_

***If your file is too large to submit via website please email files or questions to usa5517@fedex.com***

***\* Taxes not included.***

***\*Posters received after official cut off date will be charged \$139 each.***

### Hours of Operation

**Monday- Friday: 7:00 AM – 7:00 PM**

**Saturday and Sunday: 7:00 AM - 4:00 PM**