2024 ATE Conference
Student/Alumni Poster Session Guidelines

Congratulations on being selected to attend the 2024 ATE Conference. We look forward to welcoming you to Washington, DC. As part of your conference attendance, students and alumni are required to participate in a Student Poster Session and Reception held on Wednesday, October 23 from 7:15 p.m. – 8:45 p.m. in the Blue Pre/Blue Room of the Omni Shoreham Hotel. The poster session will give you an opportunity to highlight your program of study and/or career path. It is a wonderful opportunity to share information and network with ATE Conference attendees.

Student Poster Session Schedule – Wednesday, October 23

3:30 – 4:30 p.m.* Blue Room	Student Meet, Greet & Poster Session Set-Up *Poster Set Up is from 4:00 – 4:30 p.m.
5:00 p.m. – 7:15 p.m. Regency Ballroom	Opening Plenary Session & Dinner
7:15 p.m. – 8:45 p.m.* Blue Pre/Blue Room	Poster Session & Reception *Students/Alumni are to be stationed at their posters.
8:45 – 9:00 p.m.	Poster Session Tear Down

Poster Size Requirements

- Posters must be formatted and printed in a vertical layout that is **32" high x 40" wide** or a horizontal layout that is **40" wide x 32" high.**
- It is strongly recommended that you use one of the Student Poster Session templates provided on the conference website to ensure your poster is the correct size.
- You may select any of the templates provided on the website or use your own template as long as it meets the required size guidelines of 32" high x 40" wide or 40" wide x 32" high.
- Templates are available here: https://www.atepiconference.com/student-participation/.

Poster Formatting & Printing

- Text should be large enough to be easily read from three feet away.
- The top of the poster should consist of a large, easy-to-read title of your project, program of study and/or career path, and include your name and affiliation. We suggest that title lettering be 1.5 to 2 inches in height.
- Recommended font sizes are provided in the poster templates; but the minimum font size for poster text should be no less than 20-point font.
- Photographs, graphs, graphics, or other "art" that illustrates your program of study/career path are an important aspect of the poster. Graphical information is often easier to process quickly than text. Consider creative ways to graphically or visually explain your program of study, project, and/or career path and its impact.
- Posters should be printed on thin poster paper or laminated paper to ensure they can be affixed to the display board and stay in position for viewing.
- All posters must be prepared and printed so you are "poster ready" in advance of arriving at the ATE Conference.
- **Printers will not be available on site. Printed posters must be brought with you to the event.**

Poster Display Information

- Each poster will share a standard 4 x 8 ft display board with another poster.
- There will be two posters displayed, side-by-side, per poster board.
- Display boards will be numbered. Students/alumni will be assigned a number and a place to affix their poster and notified of their assignment via email prior to the conference.
- Use the space on the poster board assigned to you and do not move the established location of your poster.
- Students are responsible for mounting their posters to the display boards during the set-up period and removing them as soon as the session ends.
- Push-pins and adhesive will be available in the poster session area for mounting posters.
- No other display materials are to be used during the poster session. Only the printed poster affixed to the display board is allowed.
- Students are expected to stand by their posters for the 90-minute display period to engage with conference attendees.
- Students from the same institution/project may elect to develop a joint poster presentation and display together. However, due to spacing and visibility concerns, AACC will allow no more than two students to jointly present a single poster. Students are encouraged to develop their own individual posters for display.

Poster Session Content

The poster session abstract information submitted with your student information form may be used for your poster presentation. Poster content should include:

- Title of poster, presenter name(s), major(s)/field of study, and institution(s)
- Summary of project, program of study, and/or career path goals and intended outcomes
- Project approach, methods, and/or practices
- Project findings or results
- Lessons learned or interpretation of findings/results
- Conclusions or recommendations for future work
- References and acknowledgements

Poster Session Interaction

Poster sessions provide an opportunity to interact with conference attendees and to engage in one-on-one conversations about your project, program of study, and/or career path. ATE Conference participants are very engaged in learning from students and alumni. To prepare to interact with participants at the poster session, you might want to consider the following preparation.

- Prepare a brief (maybe two- or three-sentence) overview of your poster. Having that ready will help you to break the ice with viewers. Keep this quick overview general and interesting—perhaps focus on why you are interested in your project, program of study, and/or career path.
- Practice explaining your poster. Get comfortable talking about your project, program of study, and/or career path.
- Be sure to talk to the people who stop by your poster, and not to the poster. Reading from your poster will not engage viewers.
- Have fun and make connections!
- Thank people who stop by to read your poster and talk with you.

Contact

If you have any questions, please contact Courtney Larson at (202) 728-0200 x 275 or clarson@aacc.nche.edu