# ASEE 2018 International Forum

**Author Kit** 

# **Abstract Submission**

Submission of your abstract is via the ASEE portal.

## Accessing the Portal

The home page (<u>https://www.asee.org</u>) has a Log In link in the top-right corner.

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This link will take you to the log in page. For members, log in to your account. If you have forgotten your account information, please contact <u>conferences@asee.org</u> for assistance. For non-members, you may need to create an account. This process is quick, free, and does not commit you to membership with ASEE.

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Password Log in	Problems logging in? Forgot your password? ASEE updated its website and membership systems September 1, 2010. If you have not logged in since then, you will need to activate your account to log in.	JOIN NOW

Once logged in, you will be taken to the Welcome page. If you are not, you can access the page by clicking on your name in the top-right of the screen.

You can submit your abstract via the "2018 ASEE International Forum" event found under "Upcoming Conferences". Click the "Manage Papers" link to submit your abstract.

Your ASEE Membership	Your ASEE Profile
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Note: the "2018 International Forum Paper Submission" event was only for papers submitted for review by the International Division, the deadline for which has passed. It is not for poster submissions, or for International Forum registration/luncheon tickets.

- Crystal City · Apr 29 - May 2,	2018	
	s · <u>Contact program chairs</u> · <u>C</u>	Conference homepage
2018 International Foru	m Paper Submissions	$\frown$
Salt Lake City · June 24 - 27,	2018	
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2018 ASEE Internationa	l Forum	
Salt Lake City · June 27, 201	8	
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For a direct link to the International Forum poster abstract submission, visit: <u>https://www.asee.org/public/conferences/120/papers</u>

## **International Forum Abstracts**

Abstracts are submitted via a text box. Only text entered into this box will be considered by our reviewers: links to external sites and information provided in the bio sections will not form a part of the review process.

The title of your poster must be included. Please do not include names of authors or affiliations: general descriptions of the institutions involved will suffice.

Abstracts should be between 250 - 500 words. They should include a description of the international activity being presented, and may include a description of how you see the activity developing in the future.

You will have until February 4, 2018 to make changes to your abstract if desired.

### 2. Provide your abstract

Please paste the text of your abstract below. For info formatting guidelines please refer to the <u>Author's Kit</u>	
You'll be able to modify the abstract until the proc	

#### 3. Tell us about this paper

Title		
Primary Division		
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Authors and co-authors will not appear on the abstract to be reviewed. Every paper must have a main or corresponding author, who conducts all of the main business. Only corresponding authors can upload attachments and only corresponding authors can assign that designation to a different co-author. Co-authors are able to view the paper's status. As this poster shall not be published in proceedings, it is not essential to add the names of co-authors.

To add co-authors, you will need first to submit the abstract, then scroll to the "Authors" section of the summary page.

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In the event your paper is accepted, these authors will appear in the proceedings in the order below. Also, please select the presenting author.				
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# **Registering for the International Forum**

#### For Those Attending the Annual Conference

If you are attending the Annual Conference, the International Forum Panel and subsequent discussion are part of the regular conference proceedings and open without ticket or invitation. The luncheon, which shall be a buffet lunch with guest speaker, is a ticketed event, and tickets will be available nearer the time through the Annual Conference website:

https://www.asee.org/conferences-and-events/conferences/annual-conference/2018

#### For Those Attending the International Forum Only

A separate registration has been created for those wishing only to attend the International Forum. This will include the buffet luncheon with plenary speaker, the panel and subsequent discussion, and access to the President's Farewell Reception and International Forum Poster session in the evening.

To register, please follow the steps listed above for submitting an abstract but, instead of clicking "Manage Papers", follow the link to register instead.

2018 ASEE International Forum Salt Lake City - June 27, 2018 Registration - Manage papers - Contact program chairs

Alternatively, follow this direct link: https://www.asee.org/public/conferences/120/registration

Note: registration does not open until January 8, 2018. This link will not work before that date.

## **Poster Presentation Guidelines**

#### **Poster Hanging/Removal Times**

To ensure that all posters are hung in time for the 5:00PM opening of the President's Reception, poster boards will be available from 4:00PM. We ask that posters be removed promptly at 7:00PM to assist the Convention Center staff.

#### **Poster Board Logistics**

- The dimensions of the poster boards are 8' wide x 4' high.
- Pins to place the presentations on the boards will be available for your convenience, but it's always good to be prepared as the pins sometimes get moved around.
- Please arrange to get to the Reception hall at least a half an hour in advance of the poster session.
- When entering the hall, please look for your number on the poster board.
- Please stand near your poster for the duration of the reception.
- Chairs are provided only for those with special accommodation needs.
- Tables are not provided.

#### **Purpose of a Poster Presentation**

- Acquaint conference participants with the fundamentals of your program, project or study quickly and easily.
- Use text, graphs, tables, charts, and pictures to present only highlights.
- Catch your viewer's attention.
- Make the viewer want to learn more about your program, project or study.

#### **Designing an Effective Poster**

- Include the abstract title and all authors at the top. You may include the authors' names, emails, and address information in case the viewer is interested in contacting you for more information. We recommend you have your business cards available for those who request your contact information.
- Your poster should fit on a board that is 8'w x 4'h (242 cm. x 121 cm.). The exact size is up to you, but it's recommended to be no bigger than 7.5'w x 3.5'h
- Keep any text brief.
- Do not use all capital letters.
- Use graphics (charts, tables, pictures) that can be understood in one minute or less.
- Assume the viewer will be reading your poster from approximately 3 feet away.