ASEE 2018 International Forum
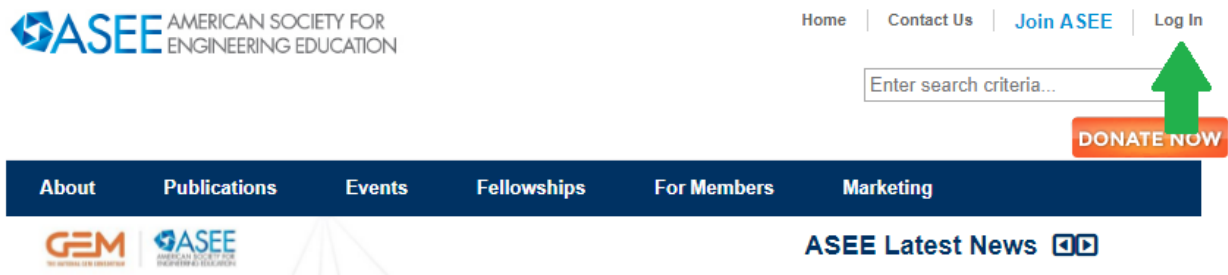

Author Kit

Abstract Submission
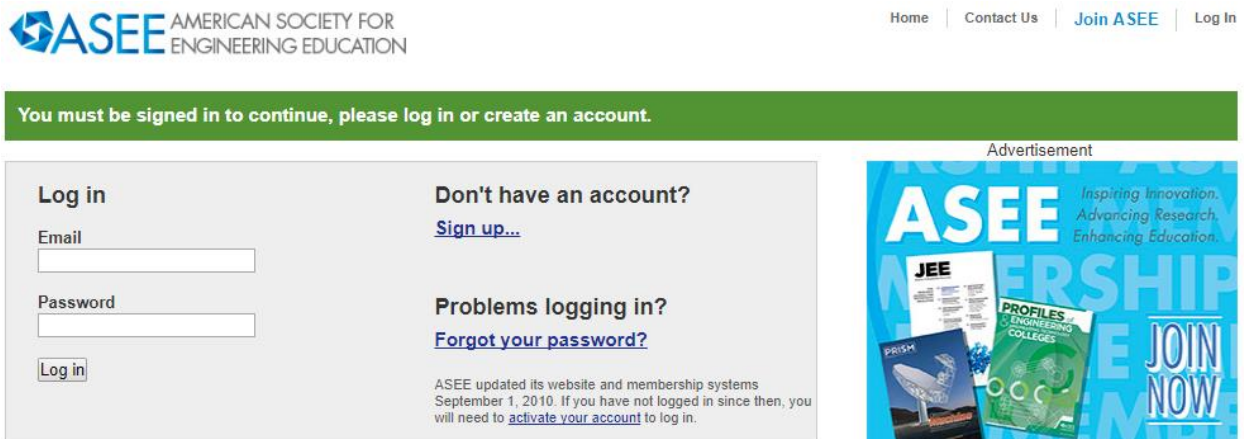
Submission of your abstract is via the ASEE portal.

Accessing the Portal

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

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 conferences@asee.org 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.

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.

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.

For a direct link to the International Forum poster abstract submission, visit:
https://www.asee.org/public/conferences/120/papers

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 information on formatting guidelines please refer to the Author's Kit [pdf].

You'll be able to modify the abstract until the program chair assigns reviewers.

3. Tell us about this paper

Title

Primary Division

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.

Search for your co-author by name, email address, or institution.

You will be presented with a list of all individuals with an ASEE account who match your search criteria. If your co-author is not on that list, you can send them an email invitation which will provide instructions on creating an ASEE account and will register them as a co-author.

Registering for the International Forum

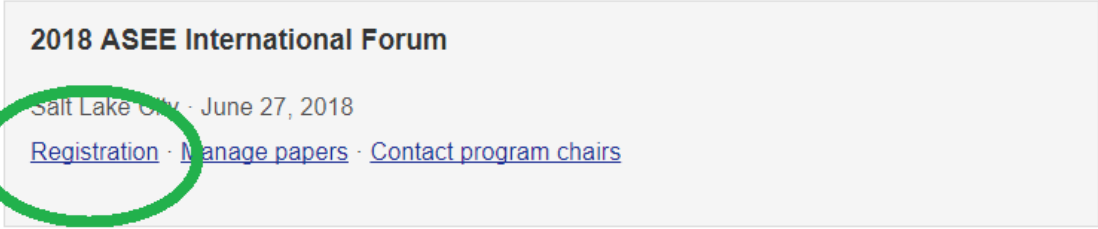**For Those Attending the Annual Conference**

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.

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.