

AAAE Poster Session Guidelines

Goals

The goal of the American Association for Agricultural Education (AAAE) Posters session is to promote the sharing of ideas and research that support agricultural education. The informal setting of the poster session will enhance sharing of ideas and promote collaboration between conference participants.

Poster Submission Requirements

Posters are accepted in two categories: innovative ideas and research. Submissions cannot have been previously presented at the regional or national level (e.g. prior year). Posters should NOT duplicate paper presentations at the same conference. At least one author of the poster must be a member of the AAAE. Posters topics should be of significant interest to the national membership.

Innovative Ideas

Posters in this category should address agricultural education practices at the secondary or post secondary levels. Ideas must be implemented prior to submission.

Research

Posters submitted in this category must follow the AAAE research agenda. Research must be completed prior to the submission.

Abstract Format

Abstracts should have a standard format to accommodate the publishing of conference proceedings. A properly formatted submission will meet the following format criteria:

- A cover page following the format in the appendix of this document. The cover page will contain the title, author(s), institution, contact information, and the type of submission (idea or research).
- The abstract narrative will not exceed two pages.
- The references will not exceed one additional page.
- The total submission will not exceed four pages.
- The abstract will be formatted with 1" margins, single spaced, and use a 12 point type (Times recommended).
- All other formatting will follow current APA style.
- To facilitate a blind review, the author's name or other significant identifying information should not appear in the two page narrative.
- Identifying information should also be removed from the document "properties".

Acceptance Criteria and Review Process

Abstracts will be reviewed and ranked separately by category. There is no fixed number of posters to accept in total or within a specific category. The number of posters accepted will be determined by the Committee based on the quality of the submissions and the space available for display.

A “call” will be issued at least three months prior to the abstract submission deadline with the submission requirements, submission method, and the submission deadline. An anticipated date for notification will also be included. A second “call” will be issued one month prior to the submission deadline. (See model timeline below.)

Reviewers will be selected from the AAEE membership. Preference will be given to reviewers from institutions that have not submitted posters, and from individuals that have not submitted a poster. Reviewers cannot review posters in the same category in which they have submitted a poster.

Poster abstracts will be processed by the Committee for review by removing the coversheet and any document metadata that would identify the author. No other formatting will be performed.

Poster abstracts not conforming to the required submission guidelines or format may be rejected prior to the review process. Abstracts not submitted by the submission deadline may not be accepted. Each poster abstract should have three reviews. Each reviewer should review 5 or more abstracts to establish a reasonable reviewer Z score. Poster abstracts will be ranked by the mean Z score and the acceptance recommendation used as an additional criterion. The Committee may also use the reviewer’s comments in determining acceptance.

Submitting authors will be notified and reviews made available at the completion of the review process. The Committee may allow editing of accepted abstracts for the proceedings. If revisions are allowed authors will be notified with a due date in the acceptance communication. The committee will compile accepted abstracts for the Conference proceedings. The Committee will include in the Committee report the names of the reviewers, the number of poster abstract submitted and the acceptance rate.

Model Timeline

Activity	Date	Example
First Call	- 24 weeks	12/14
Second Call	- 16 weeks	2/8
Submission Deadline	- 12 weeks	3/8
Review Deadline	- 8 weeks	3/29
Author Notification	- 7 weeks	4/5
Conference	Conference Date	5/26

Presentation and Awards

Posters will not exceed 48” x 48”. Note: This limitation is based the commonly used 4’ x 8’ foam board. Authors must be present during the judging period to receive a score. Scoring will use the rubrics attached in the Appendix. Judges will have access to the poster abstracts.

The AAAE will award a certificate to the top three posters in each category. The results will be published in the meeting minutes.

An award for outstanding student poster will be presented. To be eligible the lead author must be a student and must be indicated on the submission form.

Posters not in compliance with size restrictions may be displayed within the available space, but will not be judged.

Note: The top three poster winners in each category from each region are automatically eligible.

Reviewer Instructions

Reviewers will use the rubrics found in the appendix. Reviewers should consider the following:

- Posters abstracts are limited to two pages so authors will need to be concise in their writing.
- Poster abstracts should demonstrate significance to the national or Western Region AAAE membership.
- It is common and acceptable for a reviewer to not have expertise in the area described in the poster.

Reviewers should make constructive comments that will help the author improve future submissions.

Poster Judging

Judges will be selected from the AAAE members attending the conference. Judges will not judge posters from their institution and preferably not in the same category as posters submitted by their institution.

Posters will be evaluated using the attached rubrics (see Appendix).

Each poster should be judged by 3 judges. Judges will be provided with the poster abstract prior to the judging session. Judges will be expected to judge 4-6 posters to establish a suitable Z score for evaluation.

Poster Judge Instructions

Judges will be provided with the evaluation sheet appropriate to the type of poster being judged.

Judges will review the poster abstract prior to judging the poster. Judges should review the criteria prior to viewing the poster. Completed evaluation sheets will be returned to the poster committee following the poster session.

Award Determination

Poster abstract scores will be added to the evaluation score after the poster has been judged. Abstract score will be based on the z score ranking (by category) of accepted posters with the number 1 abstract receiving 25 points, #2 abstract receiving 24 points, #3 abstract receiving 23 points, etc.

Posters evaluation sheets will be tallied by judge and type. Posters will be ranked using the mean of the judges' Z scores.

Proceedings

Accepted poster abstracts will be published in the conference proceedings.

Poster Session Reporting

The Committee will report at the conference the number of posters submitted and accepted.

Recognition of the reviewers will also be reported. The winners of the poster session will be forwarded to the secretary for inclusion in the minutes of the conference.

Appendix A – Abstract Evaluation

AAAE POSTER ABSTRACT -- REVIEW EVALUATION FORM GUIDELINES

Innovative Idea Poster

General Notes: These guidelines are intended to assist the reviewer in assigning point values for the scoring categories. The reviewer is free to assign values between those suggested and to apply additional criteria. Consider that the abstract is limited to two pages requiring a concise description of the idea. Missing sections may be scored a zero since the rubric was available to all authors.

	Points Possible	Needs Improvement	Acceptable	Outstanding
Introduction, need for idea or innovation	25	Idea is has very limited appeal or benefit (e.g. specific to a small number of programs) and poorly described 0-10 points	Idea has appeal to many programs, but need/goals are not well addressed 11-20 points	Idea has broad appeal and need/goals are well described. Could be implemented in many programs. 21-25 points
How it works / methodology program phases / steps	15	Methods seem inappropriate, poorly described and hard to follow. 0-5 points	Methodology is appropriate, but would be hard to reproduce from the description given 6-10 points	Methods are very appropriate and implementation is well described. Could be easily reproduced. 11-15 points
Results to date / implications	15	Results not complete or poorly described. Idea not fully implemented 0-5 points	Results complete, but not tied to implications. 6-10 points	Results fully described with implications well addressed 11-15 points
Future plans / advice to others	15	Weak discussion of where this idea will go from here 0-5 points	Future plans are addressed and concrete suggestions for others are presented. 6-10 points	Excellent recommendations and/or advice to others wishing to implement the idea. 11-15 points
Costs / resources needed	15	Cost is poorly addressed, incomplete, not quantified. 0-5 points	Both direct and indirect (existing support) costs are addressed but not well quantified 6-10 points	Both direct and indirect costs are addressed in a quantifiable way. 11-15 points
References	5	No References 0 points	Minimal references 1-3 points	References provide a good foundation for the poster. 4-5 points
Style, clarity and grammar	10	Difficult to read, spelling and grammar errors common 0-4 points	Minimal spelling and grammar errors, easy to read, generally follows style requirements 5-7 points	No obvious grammar or spelling errors. Easy read. Follows style requirements as described in the "Call" 8-10 points.
Total points earned	100			

AAAE POSTER ABSTRACT
REVIEW EVALUATION FORM
Innovative Idea Poster Session

Reviewer's Number: _____

For each of the categories below, please indicate the number of points earned. Please total the scores.

	Poster Abstract Number								
	Points Possible	#1	#2	#3	#4	#5	#6	#7	#8
Introduction, need for idea or innovation	25								
How it works/methodology program phases/steps	15								
Results to date/implications	15								
Future plans/advice to others	15								
Costs/resources needed	15								
References	5								
Clarity and grammar	10								
Total points earned	100								

AAAE POSTER ABSTRACT -- REVIEW EVALUATION FORM GUIDELINES

Research Poster

General notes: These guidelines are intended to assist the reviewer in assigning point values for the scoring categories. The reviewer is free to assign values between those shown below and to apply additional criteria. Unlike a research paper, the abstract is very limited in length requiring a concise description of the research. Missing sections may be scored a zero since the rubric was available to all authors.

	Points Possible	Needs Improvement	Acceptable	Outstanding
Introduction, need for research	10	Research is esoteric and would have limited implications to the broader Ag Ed community 0-3 points	Research has a regional need and is tied to the Ag Ed Research agenda 4-7 points	Research has a broad need and is tied to the Ag Ed Research agenda 8-10
Conceptual or theoretical framework	15	Minimal effort to describe the foundations of this research. No theory identified. 0-5 points	The framework is appropriate, but lacking detail. Theory is identified, but may not be well supported. 6-10 points	The framework clearly shows that this research is solidly built on previous work. A relevant theory is identified. 11-15 points
Methodology	15	Methods seem inappropriate, poorly described and hard to follow. 0-5 points	Methodology is generally appropriate, but would be hard to reproduce from the description given 6-10 points	Methodology is very appropriate, well described and could be easily reproduced. 11-15 points
Results/Findings	15	Study has not been completed (0 points) or results poorly described 0-5 points	Results are adequately described and tied to the methodology. 6-10 points	Results are well described and clearly connected to the methodology. 11-15 points
Conclusions	15	Conclusions are not supported by results. 0-5 points	Conclusions are generally supported by the results of the research. 6-10 points	Conclusions are clearly supported by the results of the research. 11-15 points
Implications / Recommendations / Impact on Profession	15	No or minimal implications / recommendations / impact on Profession. 0-5 points	Author makes adequate recommendations or description of the implications / impact based on this research. 6-10 points	Author makes excellent recommendations or description of the implications / impact based on this research. 11-15 points
References	5	No References 0 points	Minimal references or inappropriate references 1-3 points	References provide a good foundation for the poster. 4-5 points
Style, clarity and grammar	10	Difficult to read, spelling and grammar errors common 0-4 points	Minimal spelling and grammar errors, easy to read, generally follows style requirements 5-7 points	No obvious grammar or spelling errors. Easy read. Follows style requirements as described in the "Call" 8-10 points.
Total points earned	100			

AAAE POSTER ABSTRACT
REVIEW EVALUATION FORM
Research Poster Session

Reviewer's Number: _____

For each of the categories below, please indicate the number of points earned. Please total the scores.

	Points Possible	Poster Abstract Number							
		#1	#2	#3	#4	#5	#6	#7	#8
Introduction, need for research	10								
Conceptual or theoretical framework	15								
Methodology	15								
Results/Findings	15								
Conclusions	15								
Implications/Recommendations/Impact on Profession	15								
References	5								
Clarity/Grammar	10								
Total points earned	100								

Appendix - B - Poster Evaluations

Innovative Idea Poster Session Evaluation

Poster # _____ Poster Name _____ Lead Author _____

Use the following considerations when evaluating the posters.

- Must be innovative--a new idea, or the creative modification of an existing idea.
- Must be of potential national significance.
- Must have been used before the time the idea was submitted for consideration.
- Must cover the complete topic, concept or procedure.

Criteria	Pts Possible	Pts Earned
Poster Design and Display/Presentation of Content <ul style="list-style-type: none"> • Ability of poster to communicate project/idea • Design of poster • Readability • Visual appeal • Creativity 	30 points	
Communication of the Presenter <ul style="list-style-type: none"> • Knowledge of project/idea • At least one author present • Ability to communicate message 	35 points	
Significance to the Profession <ul style="list-style-type: none"> • Originality of the idea • Relevance • Addresses an important issue 	35 points	
Judges TOTAL	100 points	
Poster Abstract (add after judging)	25 points	
TOTAL SCORE	125	

Research Poster Session Evaluation

Poster # _____ Poster Name _____ Lead Author _____

Use the following considerations when evaluating the posters.

- Must be related to a problem – need for research.
- Must examine a topic of potential national significance.
- Must provide a research design – (lit. review, methodology, findings, conclusions, recommendations).
- Must have implemented a research process.

Criteria	Pts Possible	Pts Earned
Poster Design and Display <ul style="list-style-type: none"> • Ability of poster to communicate research • Design of poster • Readability • Visual appeal • Creativity 	30points	
Communication of Presenter <ul style="list-style-type: none"> • Knowledge of research • At least one author present • Ability to succinctly communicate message 	35 points	
Potential for Impact on the Profession <ul style="list-style-type: none"> • Relevance • Addresses an important issue 	35 points	
Judges TOTAL	100 points	
Poster Abstract (add after judging)	25 points	
TOTAL SCORE	125	

Appendix C – Abstract Template

[Research or Innovative Idea]

Poster Title

Author(s)
Institution(s)

123 University Avenue
University City, CA 95700
(530-555-1212)
author@university.edu

Poster Title

Poster narrative text, up to 2 pages....