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**SAMPLE -POSTER PRESENTATION SUBMISSION FORM**

**Deadline for most submissions: 31 December 2022**

**Due date for research poster submissions: 1 March 2023**

**Presenters must register by 15 March 2023**

**(or within one week of acceptance if later)**

**CONTACT INFORMATION.**

Definition: The “Lead Presenter” is the person who will be attending the conference who is responsible for the presentation. They are responsible for collecting all information from and communicating all information to any others involved. We understand that, as the Lead Presenter, you may be a moderator or otherwise not necessarily the primary presenter. Presenter listings and all other presenter details will be collected in subsequent fields.

The Lead Presenter and anyone assisting that person will be contacted for all communications for this presentation.

**Are you preparing this form for someone other than yourself?** \* Yes / No

**If Yes, then enter your email address here.** **Please indicate assister’s name, phone number and role in the comments box at the end of this form.**

**Assister’s Email Address.** 

**Please re-enter Email Address.** 

**LEAD PRESENTER’S CONTACT INFORMATION:**

**Lead Presenter’s First Name and/or initials.** \* 

**Lead Presenter’s Last Name.** \* 

**Lead Presenter’s Email Address. \*** 

**Please re-enter Email Address.** **\***

**Lead Presenter’s Phone Number.** Include country code if outside the U.S. \*

**If you have not received an automated confirmation of receipt of this form within 24 hours, or a confirmation of acceptance status by 1 March 2023, please let us know by sending an email to   
[program@asdreams.org](mailto:program@asdreams.org )**

**NATURE OF SUBMISSION****. \***

|  |
| --- |
| New for 2023 (initial submission) |
| Modification (replacing an earlier 2023 submission) |

**SINGLE, MULTI OR POSTER PRESENTATION.**

**SINGLE PRESENTATION -** Talk, Workshop, Morning Dream Group, Special Event. May include a presenter plus active co-presenter(s) or a group enacted event, as long as it is one single presentation, workshop or enactment.

**MULTI-SESSION PRESENTATION**- Pre-organized Symposium, Pre-organized Panel, or Special Event with multiple presentations.

**POSTER PRESENTATION -** Theory or research paper presentation by single or multiple presenter(s) or co-authors to be posted on a 30"x40" foam board and easel with presenter(s) available for discussion during a 2-hour plus session. Posters will remain available for viewing the remainder of the day.

**Please select: \***

|  |
| --- |
| **Single Presentation** |
| **Multi-Session Presentation** |
| **X Poster Presentation** |

**ETHICS AND PRINCIPLES OF COMMUNITY.**Check here that you have read and agree to adhere to the IASD ethics statement and honor the IASD Principles of Community. Refer to the short version in the Call for Presentation instruction page under Ethical Guideline. The formal version of both can be accessed from (<http://www.asdreams.org/ethics-and-confidentiality/>). Acceptance requires agreement.\*

|  |
| --- |
| Yes |

**COMMERCIAL SUPPORT/SPONSORSHIP.** Did you or any of the presenters receive commercial support or sponsorship for any aspect of the preparation or delivery of your presentation - OR - is there any other relationship "that could reasonably be construed as a conflict of interest? If yes, please specify here and disclose this information in your abstract and during your presentation. Note that overt promotion or sale of products or services during your presentation is prohibited. \*

|  |
| --- |
| No  Yes |



**PRESENTATION INFORMATION**

**LINGUISTIC RESTRICTIONS**. All presentations are to be delivered in International English**.**

**PRESENTATION LENGTH**. **The Poster session is typically scheduled for a two to three-hour period when the presenters are required to be at their posters to discuss them. Posters may remain up past the formal session, but presenters are not required to be available during that time.**

**RECORDING**. **Poster sessions are NOT recorded.  Attendees may at times take pictures of your poster or a video of you presenting it so please prepare accordingly. It is recommended that if you do not want your poster photographed by anyone then please let your audience know.**

**STANDARD SPACE SETUP.** **The Poster session will be an open space with easels (for poster papers) placed around the periphery. There may be a table in the room for placing handouts or copies of your paper. IASD will provide a 30¨ x 40¨ foam board and easel for Poster papers.**

**PRESENTATION TITLE.** **(100 characters max)** In Title Case. \*



0/100 characters

**PRESENTER LISTING.**

In the box below, please list presenter and active co-presenter NAME(S) **in the order of presentation,** or as you wish them to appear in the program (names only, omit credentials). Identify ONLY those actively presenting; the names of additional co-authors may be included in your abstract. \*



**PRESENTATION SUMMARY.** **(50 words max) \***



**PRESENTATION ABSTRACT. (600 words max)** Include:

a)Presenter(s) and co-authors names and credentials;

b)Title of presentation;

c)A note (not to publish) in brackets ONLY if you do not wish to have us post the abstract;

d)Introduction including the basis for the content (named theory, research, established practice, etc.); and

e)Description of the content as it is to be presented.

f)End with a target audience notation (Introductory, Intermediate, Advanced, for All).

\*



0/600 words



**PRESENTER INFORMATION**

**Note that the contact information for the Lead Presenter has already been entered in above.**

**LEAD PRESENTER BRIEF BIOGRAPHY. (70 words max)** - Name, credentials/certifications (MA, PhD, etc.), country of residence and a brief biography that touches on formal training, career positions, publications, books, and/or awards as applicable.

\*



0/70 words

**CO-PRESENTER(s) INFORMATION****.** List ONLY Co-presenters who will be physically attending and actively presenting at the conference (do not list co-authors: they may be included in the abstract).

**List First and Last Name(s). Separate each with a semi-colon.**



**Email address(es).**



**Brief biography(s). (50 words max per presenter)** - For each active Co-presenter, enter name, credentials/certifications (MA, PhD, etc.), country of residence and a brief biography that touches on formal training, career positions, publications, books, and/or awards if applicable. \*



**BOOKLIST FOR THE BOOKSTORE**.  It is not permitted to sell your books or products in the session spaces – these must be sold through the bookstore. Please list any books that the presenters in this session have authored or co-authored, that you would like the bookstore to consider carrying at the conference. IASD cannot guarantee that the bookstore (which is independent from IASD) will be able to make all requested books available. If the book is self-published/print-on-demand designate “Self” as the publisher. If self-published or unavailable, you will receive an agreement form so that you can bring them to be sold – and note that you ae responsible for picking up the books at the time noted on the Schedule or they may be discarded. You may list up to 3 books from each presenter as follows, in the priority order you wish the bookstore to attempt to obtain them:

* 1st Presenter’s Name:

1. Author; Title; Publisher; Year; ISBN
2. Author; Title; Publisher; Year; ISBN
3. Author; Title; Publisher; Year; ISBN

* 2nd Presenter’s Name: (etc.as per above)



**SCHEDULE RESTRICTIONS.** **(255 characters max)** All presenters are expected to attend the entire conference. However, if not practical, specify **dates or times of day you will** **NOT be available to present**: indicate "not available on (*date*) or (*dates*)." We will attempt to meet these requests, but such limits can risk rejection of this submission if the schedule does not permit. Changes may not be possible once scheduled. Check the Schedule-at-a-glance template on <http://iasdconferences.org/2023/> under Program > Schedule at a Glance for planning.

****

0/255 characters

**SPECIAL REQUESTS OR COMMENTS**. We will attempt to honor and answer your requests but please realize it is not always possible to do so. Also include here any information about anyone assisting the Lead Presenter including name, role and phone number.



**NEXT STEP**

**After collecting all the information you need in this SAMPLE FORM, return to** [**http://www.iasdconferences.org/2023/call-for-presentations/**](http://www.iasdconferences.org/2023/call-for-presentations/) **and under step #3, click on the button labelled CLICK HERE FOR ONLINE PRESENTATION SUBMISSION FORM. Then cut/paste the information collected here into the appropriate ONLINE SUBMISSION FORM.**