



PMI Research and Education Conference 2010

Submission Guidelines and Procedures for General, Education and Student Posters

Thank you for your interest in submitting a poster for the Research and Education Conference 2010, Washington D.C., USA!

**Please note that all poster abstracts must be submitted
by 1 DECEMBER 2009**

This will be the first year that open poster submissions will be included as part of the Research and Education Conference. There will also be a student poster category.

Poster proposals can be on any topic related to the theory and practice of project management. Submissions can be based on empirical, theoretical or methodological research, as well as on educational theory or practice strategies, curriculum design, service learning, etc.).

All Posters will be subject to double-blind peer review by members of the global project management research community. Students are also encouraged to apply.

Method of Submission:

- Poster abstracts should be submitted for review using the same procedure as for proffered research papers using the following URL <http://pmicfp-rd.fusionproductions.com/Research/>.
- The title of the presentation must include as the first word “GENERAL POSTER” if you are submitting under the general poster submission category, “EDUCATION POSTER” if you are submitting under the education poster category and “STUDENT POSTER” if you are submitting under the student poster category.
- **Only the abstract of 600 words maximum will be reviewed.**

- Both the abstract and the subsequent handout must comply with format guidelines for research papers as specified on the website.
- Poster abstracts may be submitted for review beginning 1 June 2009. The final day for submission will be 1 December 2009 at 11:59 EST.
- Those chosen for presentation will be informed no later than February 2010.

Submission Review criteria:

- Poster submissions will be reviewed by at least two individuals in a double blind process. The primary criteria will be the significance of the topic, the quality of the theoretical or conceptual framework, the methodology used, the clarity of objectives and intended outcome of the research. **Only the abstracts will be reviewed and scored.**

If the poster proposal (abstract) has been accepted for presentation at the Research and Education Conference...

Poster Format:

- Presenter must create a poster that is informative and concise. **It should not contain pages of text**, rather be visually attractive with charts, graphs, photos or other visual aids. Text should be limited to 4 pages (8½ x 11 inches). References should be limited to one (1) page.
- Posters should include a **Title, Name and Affiliation** of the author, an **Introduction, Methodology and Findings** as minimal headings. Ideally, posters will convey to the reader an understanding of the primary research questions being asked, a summary of the theoretical foundation of the research, a description of the methodology, the findings (or projected findings) including their significance and implications.
- Fonts should be large, nothing smaller than **18 point**. Paragraphs of text and figure captions should be **24 point** and section headers and the title **36 point**. Text should be readable at a distance of 2 meters (~ 7 feet).
- Do not plan to use audio visual material as none will be allowed for posters.
- There are numerous internet sites providing information on how to create attractive posters. Authors are encouraged to Google "*Poster Session Guidelines*" to access this information.
- Please remember that your poster should not be your paper posted! Be creative!

Onsite at the Research and Education Conference:

Provided by PMI Conference staff:

- One 3 x 4 foot poster board mounted on an easel (0.9 x 1.2 meters)
- Push pins for mounting
- Small table for handout material
- Stick-it notes for leaving questions or comments.

Submitter must provide:

- Copies of the abstract and a one page hand out which clearly and concisely summarizes the poster (50 copies).
 - PMI conference staff will assist with additional copies if needed.
- Additional mounting materials as required (tape, etc).
- Business cards or other contact information.
- Completed posters.
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Student Posters Only:

This will be the second conference where student poster sessions will be included as part of the Research and Education Conference. The purpose of these sessions is to encourage student participation in the conference and to provide a venue to present their research findings and speak with both peers and seasoned researchers.

- A special discount (50%) conference registration rate is available for students.

Student Poster Awards:

- Student applicants whose posters have been accepted for presentation at the Research Conference will be required to submit a picture of their poster no later than 1 **June 2010**. If the poster photo is not received by 1 **June 2010**, the poster submission will be disqualified from the award competition.
- A prize will be awarded for the best poster as judged by the scores of reviewers and Research Member Advisory Group. The award will be presented at the conference during the Awards Ceremony.
- The honorarium for the best student poster will be based on both the abstract and poster picture.

Poster Sessions:

- There will be one poster session on each day of the conference, titled, Group A, B and C. Each session will have up to 10 posters accepted based on the combined average scores from reviewers.
- Accepted posters will be mounted the morning of the session prior to the beginning of the conference.
- Authors must be available at their posters at least three times during the day: the morning and afternoon break times (1/2 hour each), the last 1/2 hour of the lunch break, and after last paper session (1/2 hour). Times for viewing posters will appear in the program and the abstract will be included as part of the Proceedings.
- Authors are also encouraged to visit their posters at other times with interested individuals. Stick-it notes will be provided to allow for an exchange of queries and to set times when the author and interested party might meet.
- Posters must be removed at the end of the day leaving the poster board for reuse.

For any further information or questions please contact:

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