



MPMA/NMAM 2019 Conference *Call for Poster Proposals*

Proposals Due: February 22, 2019

We are looking for engaging, innovative, creative posters that address the following issues:

- Address old issues in new and innovative ways to promote discussion and action
- Introduce innovative ideas and programs to other institutions
- Share successful solutions or situations that created the need to rethink and adapt
- Focus on innovative ways to develop, market, and deliver a museum's product, build audiences, and strengthening sustainability
- Reflect the conference theme.

A poster should present text and some illustrations (e.g., images, charts, graphs) that add something important to the content.

The text must be succinct with evident headlines and should include the following information: Name of author(s), institution, Abstract, Acknowledgments.

Posters must be 36"X 48" or smaller.

Presenters must stand by their poster during the poster session to offer information and engage in dialog with conference delegates.

Proposals must be submitted on this Call for Posters Proposal form.

Follow the Poster Abstract Preparation Guidelines found at the end of this form.

No more than two authors on student submissions.

PLEASE NOTE: Incomplete proposals will be less competitive. They will be returned to the submitter for completion before final review.

SUBMIT PROPOSALS BY FEBRUARY 22, 2019 VIA EMAIL TO: eileen.johnson@ttu.edu

For further information, contact: Dr. Eileen Johnson at 806-742-2442 or eileen.johnson@ttu.edu

MPMA/NMAM 2019 Conference Poster Proposal Form

Author Line:

Poster Title:

Is this a student poster? **Yes** **No**

Poster Abstract (150 words maximum) PLEASE NOTE: format for the Abstract is a single paragraph with no indents

Please check the most appropriate category for your poster:

Collections/Collections Management

Evaluation

Technology/Digitization/New Media

Education/Interpretation

Historic Preservation/Heritage Management

Exhibits

Small Museums

Other: Specify

First Author:

Position Title:

Institution:

Mailing Address:

City, State, ZIP:

Email:

2nd Author Name:

Position Title:

Institution:

Email:

3rd Author Name

Position Title:

Institution:

Email:

Poster Abstract Preparation Guidelines*

General – Posters efficiently communicate concepts and information to an audience using a combination of visuals and texts, interacting with viewers in an informal way. An abstract is a concise but comprehensive summary of an undertaking such as a project, program, or investigation. An abstract is not a complete summary of an undertaking but rather should highlight the most important points.

Importance of writing a good abstract – the quality of an abstract is the key factor in the acceptance process for a poster presentation at a meeting.

Abstract structure – Use a structured abstract format to organize the content. This structure allows the reader to find information quickly and to assist the author in making the content more informative. Abstracts generally have the following subject areas: introduction/objective; methods/design; results; and conclusions.

- Introduction/objective (~10-20% of abstract): a brief statement (1 sentence) of the objective, purpose, problem to be solved, or research question. Be clear and precise. Can also include a brief background (1-2 sentences) about why the undertaking is important.
- Methods/design (~30-40% of abstract): describe the design of the undertaking – e.g., how was the objective/purpose approached, what was the setting, how was information gathered, what were the outcome measures used or analyses used.
- Results (~30-40% of abstract): list the most important findings. They should flow logically from the methods. Present important positive and negative findings to avoid bias.
- Conclusions (~10% of abstract): list the most important points encountered during the undertaking and propose any pertinent recommendations; what did the undertaking show or what was learned from the undertaking. The conclusions should relate to the objective(s) of the undertaking and should not just rephrase the results. The conclusion should be supported by the information presented.

A good abstract – the abstract should reflect the purpose of the undertaking. Be concise and follow specifications completely (e.g., word count, format). Write clearly using short sentences and **use the checklist of “do’s” and “don’ts” on the following page.**

Additional tips – Ask a colleague to review the abstract and provide feedback on readability and comprehension. Avoid waiting until the deadline to submit the abstract.

Abstract Do's and Don'ts

Do:

- Create a concise title that is interesting and descriptive of the undertaking.
- Limit use of abbreviations; define them on their first use.
- State objective(s) clearly in the introduction/background section.
- Make sure results relate to stated method.
- Relate the conclusion(s) to the objective(s) of the undertaking.
- Base conclusion(s) on the results of the undertaking.
- Use clear and concise wording.
- Use the active voice rather than the passive voice.
- Write the abstract as a single paragraph.
- Read and follow all abstract specifications.
- Have a colleague proofread the abstract.

Don't:

- Repeat the title or paraphrase the title in the abstract's objective(s).
- Include abbreviations in the abstract title.
- Use such phrases "This poster is/will/would/addresses..." or "This poster includes..."
Or "Included in this poster..." or "This poster session will..."
- Use future tense (e.g., "The purpose will be...")
- Use contractions.
- Use personal pronouns (e.g., I, we, our).
- Overuse terms or acronyms.
- Have a conclusion that is not supported by the information presented.
- Include figures, tables, or reference citations.
- Include authors who have not contributed significantly to the undertaking.
- Exceed the allotted word count.

*adapted from PPAG Guidelines for Abstract Preparation