

**CALL FOR POSTER PROPOSALS**

Milestones 14th Annual Autism Spectrum Disorder Conference

Mayfield Heights, Ohio

June 16-17, 2016

**Poster Proposal Submission Instructions**

**Call for Posters:**

The Call for Posters **opens** **Thursday, November 5, 2015** and **closes Monday, February 1, 2016.**

**About Milestones Autism Resources:**

Milestones Autism Resources is a 501(c)(3) with the mission of improving the lives of individuals on the autism spectrum by educating, coaching, and connecting the autism community with evidence-based information.

**Conference Date and Location:**

June 16-17, 2016 • 6111 Landerhaven Drive, Mayfield Heights, Ohio 44124

**About Milestones Conference:**

Milestones Conference is attended by parents, professionals, and individuals with autism and draws approximately 1,000 participants. The conference targets a wide range of topics related to Autism Spectrum Disorder (ASD) and addresses the needs of all ages and ability levels.

# Guidelines for Submitting a Poster Proposal:

* The lead presenter for each poster session is responsible for providing the poster title, poster topic/description, and information & data display.
* Each presenter will be required to submit a brief biography and professional resume.
* Poster presenters are responsible for all costs associated with conference attendance, including registration, travel expenses, and costs of producing and printing poster.

To submit, fill out the *Milestones 14th Annual Autism Spectrum Disorder Conference Call for Poster Proposals Submission Form* in its entirety and send to Leslie Rotsky by email, fax, or mail on or before **February 1, 2016:**

Milestones Autism Resources Email: lrotsky@milestones.org

ATTN: Leslie Rotsky Fax: 216.464.7602

23880 Commerce Park, Suite 2

Beachwood, OH 44122

# Description of Poster Sessions:

* Poster sessions will occur on both days of the conference and consist of poster displays with presenters standing by their posters informally reporting content during designated times. Attendees have the opportunity to read the posters and speak with the presenters about their work. Presenters may also leave handouts next to their posters.

# Poster Specifications & Evaluation Criteria:

* Poster presents proven practical strategies to benefit individuals with ASD or presents reliable, scientific research and contains relevant references made to literature.
* Poster presents original work.
* Poster is organized and easy to follow.
* Poster uses photographs, tables, graphs, and other visuals.
* Presentation of content is concise.
* Fonts are clear and easy to read.
* Full color posters are preferred.
* Size of poster should be approximately 3.5 ft. x 4 ft. (not to exceed 5 ft.).
* Content of poster is readable from a distance of six feet.
* Poster must be firmly backed (on foam core, for example) to be displayed on an easel.
* Poster presenters are invited to bring 150 handouts that provide a summary of the poster content (including references) for interested attendees.
* It is the presenter’s responsibility to ship or drop off the poster by **June 10, 2016**, at the Milestones office in Beachwood, Ohio.
* It is the presenter’s responsibility to pick up the poster by 5:00 p.m. on **June 18, 2016** or   
  in a timely manner after the conference at the Milestones office in Beachwood, Ohio.

# Selection Process:

* The lead presenter will receive an email confirmation upon submission of proposal.
* A Conference Committee comprised of parents, professionals, and individuals with  
  autism will review each poster.
* The Conference Committee may request that some submitters refine their proposals  
  to create the best possible content for the intended audience.
* The lead presenter will be notified by email if the proposal has been accepted by   
  **March 1, 2016**.

# Language & Style Guidelines:

* Please use people first language on posters and during oral presentations—use the term “individual with ASD” or “individual with autism,” not “autistic.”
* Do not capitalize the first letter in autism.
* Please use the term Autism Spectrum Disorder (ASD).

*If you have any questions on the submission process, please contact Leslie Rotsky at 216.464.7600 x103   
or lrotsky@milestones.org*

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***Please type or write directly into this form. List information as you would like it to appear on conference materials.***

**1. Presenter(s) Name, Credentials, Title, Affiliation, and Contact Information**

**Presenter #1 (Lead Presenter)**

Name: Credentials (don’t use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Facebook: Blog:

LinkedIn: Twitter Page *(Example: @milestonesorg):*

**Presenter #2**

Name: Credentials (don’t use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Facebook: Blog:

LinkedIn: Twitter Page *(Example: @milestonesorg):*

**Presenter #3**

Name: Credentials (don’t use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Facebook: Blog:

LinkedIn: Twitter Page *(Example: @milestonesorg):*

**Presenter #4**

Name: Credentials (don’t use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Facebook: Blog:

LinkedIn: Twitter Page *(Example: @milestonesorg):*

**2. Poster Title:** (Maximum 15 words. Title should be inviting and descriptive of content. Please use title case.)

*Example: Assessment of Predictors of Quality of Life in Individuals with ASD: A Literature Review*

Title:

**3. Poster Description/Topic:** (Maximum 150 words. Provide a detailed explanation of the content and   
supporting research.)

**4. Information & Data Display:** (Maximum 150 words. Briefly explain how information/data will be presented   
and displayed.)

**5. Biographical Paragraph for Each Presenter:** (Maximum 150 words. You may insert below or send as attachment.   
In the first sentence list your name, credentials, job title, and employer. Then briefly describe your education, professional background and expertise in the field of autism. **Note:** Refer to yourself using just your first name.)

**6. Professional Resume:** (Please attach a professional resume for each presenter. 4-page maximum.)