

Poster Proposal Submission Instructions

Call for Posters:

Poster Proposals are being accepted through **May 15, 2018**.

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 Dates and Location:

June 14-15, 2018 • Milestones National Autism Conference at the Cleveland I-X Center

About Milestones Conference:

The Milestones Conference is attended by parents, professionals, and individuals with autism and draws more than 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.

1. 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 and data display.
- Each presenter will be required to submit a 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, please fill out the *Milestones National Autism Conference Call for Poster Proposals Submission Form* in its entirety and send to Leslie Rotsky by email, fax, or mail on or before **May 15, 2018**:

Milestones Autism Resources
ATTN: Leslie Rotsky
4853 Galaxy Parkway, Suite A
Warrensville Heights, OH 44128

Email: lrotsky@milestones.org
Fax: 216.464.7602

2. Description of Poster Sessions:

- **Poster sessions will take place on Thursday, June 14 and Friday, June 15 at the Cleveland I-X Center** and consist of poster displays with presenters standing next to 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.

3. Poster Specifications & Evaluation Criteria:

- **Poster MUST be firmly backed** (on foam core, for example) to be displayed on an easel.
- 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 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 8, 2018**, at the Milestones office in Warrensville Heights, Ohio.
- It is the presenter's responsibility to pick up the poster by 5:00 p.m. on **June 15, 2018** or in a timely manner after the conference at the Milestones office in Warrensville Heights, Ohio.

4. 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.

5. 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

Milestones National Autism Conference Call for Poster Proposals Submission Form

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:

Presenter #2

Name: Credentials (don't use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Presenter #3

Name: Credentials (don't use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

Presenter #4

Name: Credentials (don't use periods):

Job Title: Affiliation:

Address:

Email: Phone:

Organization Website:

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

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

Title:

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

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

5. Professional Resume: Please attach a professional resume for each presenter. (Maximum 4 pages)