



MPMA Annual Conference: Call for Poster Proposals
Proposals Due: February 17, 2017

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

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

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, Acknowledgements.

Poster dimensions must be no larger than 36" x 48".

Presenters must stand by their poster throughout the Poster Session, ready to offer information, and engage in dialogue with conference delegates.

Proposals must be submitted on the Poster Proposal Form (see attached). **Follow the Poster Abstract Preparation Guidelines on pgs. 4 & 5 of the Poster Proposal Form.** Minimum 100 and maximum 150 word Abstract.

No more than two authors on student submissions.

SAVE AND SUBMIT PROPOSALS VIA EMAIL TO: eileen.johnson@ttu.edu

PLEASE NOTE: Incomplete proposals and those that do not follow the Guidelines will be less competitive. They **will** be returned to the submitter for completion before final review.

Submitted by

Poster Title:

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

Poster Abstract (minimum 100 and maximum 150 words; **follow the poster abstract preparation guidelines**):

Please check the most appropriate category for your poster:

<input type="checkbox"/>	Collections/Collections Management	<input type="checkbox"/>	Education/Interpretation	<input type="checkbox"/>	Exhibits
<input type="checkbox"/>	Evaluation	<input type="checkbox"/>	Historic Preservation/Heritage Management	<input type="checkbox"/>	Small Museums
<input type="checkbox"/>	Technology/Digitization New Media	<input type="checkbox"/>	Other: Specify	<input type="checkbox"/>	

First Author:

Position Title:

Institution:

Email:

Mailing Address:

City, State, ZIP:

Phone:

Other Poster Participants as applicable:

2nd Author

Name:

Position Title:

Institution:

3rd Author

Name:

Position Title:

Institution:

4th Author

Name:

Position Title:

Institution:

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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 written summary of an undertaking such as a project, program, or investigation. An abstract is not a complete summary of an undertaking but instead highlights 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 or purpose. 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 or analyses used.
- Results (~30-40% of abstract): list the most important findings. They should flow logically from the methods.
- Conclusions (~10% of abstract): list the most important points encountered during the undertaking and propose 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.
- Develop the abstract fully by striving to reach the allotted word count.
- **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.

IF YOU ARE INTERESTED IN PRESENTING A POSTER SESSION, Please contact:

Dr. Eileen Johnson
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fax: 806-742-1136
e-mail: eileen.johnson@ttu.edu

**adapted from PPAG Guidelines for Abstract Preparation*

DEADLINE FEBRUARY 17, 2017