

Poster Session/Abstract Information and Guidelines

Thank you for considering participation in the 2013 NSF ADVANCE Workshop poster session. Participants attend the poster session to become familiar with institutions for transformational change programs, best practices and lessons learned. The poster session is a highlight of the workshop.

Poster Session Set-up Hours	Sunday, March 3 from 5:00 pm – 8:00 pm Monday, March 4 from 7:00 am – 9:00 am
Poster Session Display Hours	Monday, March 4 from 5:30 pm – 7:00 pm Tuesday, March 5 from 7:00 am – 8:30 am
All posters must be removed by 5:00 pm on Tuesday, March 5, 2013	

The poster session will be positioned in the Edison Pre-function area at the Westin Alexandria Hotel in Alexandria, Virginia, just outside of the Edison Ballroom, where the General Session and Breakout Sessions will be held. We have room for a total of 50 presentations.

The 2013 ADVANCE Workshop Program Planning Committee invites authors to submit abstracts to be considered for inclusion in the March 3-5 program. Authors must follow the guidelines for abstract submission set out below. Abstracts not conforming to these guidelines will not be considered for presentation.

Abstracts are due by close of business on **DECEMBER 15, 2012** and will be reviewed by the members of the Program Planning Committee. Selection will be made on the basis of applicability, relevance to the community, and demonstrated results.

Following this introduction are the abstract submission guidelines. Once your abstract is approved, you will be provided further details regarding where to ship your materials, as well as setup and breakdown instructions. Poster shipping and production costs are **NOT** reimbursable by the 2013 NSF ADVANCE Workshop or AWIS.

Poster topics must be ADVANCE related. A sample listing of topics from the 2011 ADVANCE Program Workshop is listed below. If you have ideas regarding posters you want to see, please let us know and we'll do our best to make it happen. Send ideas to berg@awis.org.

Guidelines

In order to participate in the poster session you must submit your abstract by **December 15, 2012** on the ADVANCE Workshop registration site. There will be **no** exceptions and you must complete all required fields when submitting. No submissions will be considered by email. Abstracts are considered to be technical writing; please make sure that you follow these guidelines:

- Prior to submission, allow time for your own internal review of your abstract. Make certain that the abstract reads well and is free of errors. The ADVANCE Program Planning Committee reserves the right to edit submitted abstracts to ensure consistency and to correct misspelled words.
- Detailed information, guidelines and recommendations for poster session, as well as day, time and room will be sent to duly registered presenting authors.
- List all poster authors on the abstract, with the presenting author first. Include the authors' names, institution, and abstract title (i.e., Joann Smith, Purdue University, Purdue Center for Faculty Success).

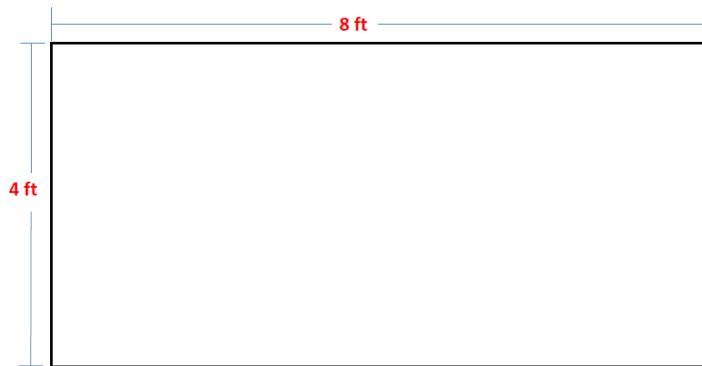
- No graphics or schemas are allowed in the ADVANCE Workshop abstract submissions.

Please minimize formatting:

- Paragraph format only
- Abstracts should be no more than 200 words
- No bullets
- Spell out acronyms the first time they are used in the abstract
- Do not use acronyms in the abstract title
- The abstract should be as informative as possible
- Commas should separate elements in a series (three or more items), including the last two.

All abstracts will be merged into one document, a program booklet, to be distributed at the meeting.

Reminder: This is a poster session, not an exhibit hall. The poster stands are 8 ft. wide and 4 ft. tall. Posters must fit within that area. (Diagram shown below of actual dimensions).



Each poster will share a six foot skirted table for materials. Power supplies (electricity) will not be readily available (if at all). If you require power or any other special needs for your poster display, please contact Lisa Berg no later than **December 15, 2012** and your request will be reviewed. If you have any questions about these guidelines or the poster session/abstract, please contact Lisa Berg at berg@awis.org.

Sample Topics from 2011 ADVANCE Program Workshop Poster Session

1. Horizontal Mentoring Alliances Enhance Careers of Senior Women at Liberal Arts Institutions
2. Mentors, Networks, and Resources of Early Career Female Atmospheric Scientists
3. Linking Faculty Climate Perceptions to Campus Diversity Strategic Plans
4. Adapting Climate Surveys for Use at Liberal Arts Colleges
5. Career Success for Female STEM Faculty at Public Two-Year Institutions
6. Gender Bias in Scholarly Recognition