2020 ATRA Annual Conference
Research Institute Sessions: Frequently Asked Questions

Submitting Your Presentation or Poster Proposal

Can I submit the same content for multiple proposals (i.e., poster, research institute and education session presentations)? No, presenters may not submit the same content for multiple proposals. For example, if the content of your proposal has been submitted as an education session, that same content cannot be submitted for a research institute oral or poster presentation.

Do individuals accepted for a Research Institute (oral presentation or poster) receive a discount on conference registration? Yes, speaker discounts will be awarded to first authors of accepted Research Institute Oral and Poster Presentations.

What should I include in my proposal? Proposals can be submitted in one of four categories: (1) Research Institute Oral Presentation; (2) Research Poster; (3) Research to Practice Poster; or (4) Practice Poster. Content for proposals will vary depending on which category you submit to. Please see the 2020 ATRA Call for Poster Session Proposals at https://www.atra-online.com/events/EventDetails.aspx?id=1326304 for further details re: submission requirements for each category. Note: individuals can only submit for one category.

Can I submit more than one proposal for the Research Institute Oral Presentations or Poster Sessions? Yes, but be sure that the content of each proposal warrants separate submissions. Also, if you were to have more than one poster accepted, remember that an author(s) will need to be standing by all posters during the Poster Session to present the poster/answer attendee questions, etc.

Will my presentation or poster abstract be published in conference proceedings? Abstracts accepted as a 2020 Research Institute oral presentation or poster will be published as a conference proceeding in the *ATRA Annual in Therapeutic Recreation*, as part of the 4th issue of the *Therapeutic Recreation Journal.*

What should I wear to the Research Institute Presentation or Poster Session? Business-casual attire or your organization/university polo shirt is recommended.

Do all authors listed on the presentation or poster need to be present during the presentation? All authors listed on the proposal do not have to be present, but at least one author should be available to present their oral presentation and/or to present/discuss their poster. Dates/time for the Research Institute oral presentations and poster presentations are TBA; check the ATRA Conference webpage for up-to-date program announcements.

Preparing Your Research Institute Oral Presentation for Conference

How long is a Research Institute oral presentation? Presenters will have 15-20 minutes (length of time depends on the number of sessions accepted) to share their research presentation. An additional 5-minutes will be provided at the conclusion of the presentation to allow for question and answer with session attendees.

What technology/equipment will ATRA provide me for my presentation? ATRA will provide presenters a flip chart, access to internet, and access to LCD project w/ screen. Presenters are responsible for bringing their own computer, power cord, and any necessary adapters (e.g., Apple/Mac computer dongle). It is also recommended that presenters have their presentation saved to a jump drive or emailed to themselves as a back-up, in case technological difficulties are encountered.

Should I prepare handouts? Handouts are not required. It is up to the presenter(s) as to whether handouts are provided. We do recommend that you bring business cards for attendees that may have additional questions for you after the conference and for networking purposes.

Preparing Your Poster for Conference

What recommendations do you have for someone putting together poster for the first time?

Things To Do:	Things Not to Do:
o Be sure the outcomes of your research and/or project are made clear on your poster and in your presentation o Bring business cards or method for sharing contact information with potential collaborators o Use headers to organize content within your poster o Use tables/figures within the poster thoughtfully o Spell check/proofread your poster; have a colleague(s) review it before printing o Practice presenting your poster prior to the Poster Session (i.e., identify your 1-2 minute summary of the project/research, think in advance of what questions you will be asked/how you will address them)	o Submit for a poster presentation that you have previously presented at ATRA o Submit for a poster presentation that you have already submitted for an education session and/or research institute presentation o Use small font size on poster. Attendees should be able to easily view content of poster from 3-4 feet away o Squeeze 20+ pages of content on the poster. Ideally, poster content is between 350-800 words. Remember that you will be able to verbally elaborate on content during the Poster Session

What makes for a professional poster re: poster format and visual appeal? Posters should be 36 x 48 inches landscape-orientation, and created in MS PowerPoint or MS Publisher. Design, coloration, font size, etc. is up to the author, but the poster should look professional and easy to read from 3-4ft away. Visit the following links for additional tips, tricks and recommendations re: poster presentations:

10 Simple Rules for a Poster Presentation: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1876493/
Helpful Hints to Designing a Research Poster http://ihr.ucsc.edu/guide-to-designing-a-research-poster/
Poster and Presentation Resources: http://gradschool.unc.edu/academics/resources/postertips.html
Infographic: Tips for Designing Better Research Posters: https://www.elsevier.com/connect/infographic-tips-for-designing-better-research-posters

Will ATRA print my poster for me? No, presenters are responsible for printing and transporting their poster themselves.

Should I prepare handouts? Handouts are not required. It is up to the presenter(s) as to whether handouts are provided. We do recommend that you bring business cards for attendees that may have additional questions for you after the conference and for networking purposes.

Do I have to provide my own display board to post my poster to? No, ATRA will provide a freestanding display board for Poster Session presenters to use.

Will ATRA provide push pins and/or items to secure my poster to the display board? Yes, ATRA will provide Poster Session presenters with push pins for securing their poster to the display board.

Is the Poster Session a formal presentation? Conference attendees will freely circulate among the poster displays throughout the course of the Poster Session, talking with presenters. Therefore, all presentations of the posters will occur at the same time (i.e. you will not have an individual designated time in which you will give a formal presentation). The overall purpose of the ATRA Poster Session is to provide opportunities for conversations, shared ideas, and networking between presenters and attendees.

When can I set-up and take down my poster? Prior to the conference, the ATRA Poster Co-Chairs will contact the poster presenters with more details about the location, set up times, the break down process, etc. of the poster session.