



POSTER ABSTRACT SUBMISSION GUIDELINES

Poster sessions provide an opportunity for researchers and evaluators to present and discuss Institute of Education Sciences (IES)-funded work. Nearly 500 poster abstracts were accepted for presentation at the Fourth Annual IES Research Conference. All grantees who have progressed in their research are encouraged to submit a poster abstract for consideration. The only grantees we discourage from submitting are those who have no results to present. We will not accept abstracts that merely describe research methods.

The presenting author should be available on the date and time scheduled. All posters MUST be displayed throughout the conference from Monday, June 28 through Wednesday, June 30, 2010.

Important Information

- Posters presented by fellows in the IES Predoctoral Research Training Program will rotate to ensure maximum participation. If space constraints prevent the acceptance of all abstracts, preference will be given to fellows in the later stages of their fellowship and/or those whose research is in the advanced stages of completion.
- Fiscal year 2010 awardees are not eligible to submit abstracts for consideration.
- Abstract submission will be limited to one abstract per grant or expert data user. Research and Development Centers and Regional Educational Laboratories (RELS) may submit a maximum of two abstracts each for consideration.
- Poster abstract submission and conference registration processes are combined functions; these processes **must** be completed in tandem online during the registration process. As such, please have your abstract ready when you register for the conference so that you can complete both processes during the same online session. Please input your name in the same format when you register for the conference and when you submit a poster abstract (e.g., if you use Sally Sue Jones for conference registration, do not use Sally S. Jones for the poster abstract); please be sure that all entries of your name are **identical**.
- Each properly completed submission is reviewed for its scientific merit and significance by IES.
- Demonstrations of technology, multimedia presentations, and handouts may be components of the poster presentation.

- If you discover that you made a mistake on your poster abstract after you submitted it, **do not resubmit your abstract**. Doing so will cause a duplicate entry in the database. Instead, the primary author must send an e-mail to IESResearchConf@seiservices.com. Your e-mail should include your registration confirmation identification number; your name; abstract title; and correction(s) to be made. Once this is done, you will receive a notification. **All corrections must be received by Monday, March 15, 2010.** We will be unable to correct poster abstracts after that date.

Important Dates to Remember

December 14, 2009	Registration and Poster Abstract Submission Website Opens
January 29, 2010	Poster Abstract Submission Deadline
February 26, 2010	Registration Closes
March 16, 2010	Poster Abstract Notification Letters Disseminated

Preparing Your Abstract

Although the abstract should briefly address all elements necessary to define your goals and results to the reader, it is a **short** description of your presentation (see item 5 on next page). It is not meant to be a complete and lengthy report of your work.

Key Submission Elements

The use of an electronic medium requires that each abstract submission involve the following discrete elements:

- Title of Poster (50-word limit):** The title should clearly and succinctly identify the contents of the abstract. Be sure to use title casing. Capitalize the first letter of each word except prepositions, articles, and names of species.
- Authors and Affiliations:** Enter each author separately and identify whether the individual is the primary author or a coauthor. Enter each name by providing the author's name and organization. **Do not include** the department, division, branch, street address, etc., when completing the organization information.
- Category:** The following category selections will be available:
 - Autism Spectrum Disorders
 - Cognition and Student Learning
 - Early Childhood/Early Intervention
 - Education Leadership



CONNECTING RESEARCH, POLICY AND PRACTICE

JUNE 28-30, 2010 • THE GAYLORD AT NATIONAL HARBOR, MD



- Math and Science
- Math and Science Teacher Quality
- Methodology
- Middle and High School Reform
- NCEE Evaluation Studies
- NCES Expert Data Users
- NCSER/NCES National Longitudinal Studies
- Policy and Systems
- Postsecondary Education
- Reading and Writing Teacher Quality
- Reading, Writing, and Language Development
- Regional Educational Laboratory (REL) Program
- Secondary and Transition Outcomes
- Social and Behavioral
- Special Education Teacher Quality

In addition to the category selected above, please check the appropriate box if your abstract falls into one of the following cross-categories:

- English Language Learners
- Research and Development Centers
- Ed Tech
- Special Education Related Services
- Postdoctoral Research Training Program

If you are a fellow in the predoctoral training program, you will not need to choose one of the categories listed above.

4. **Summative Statement (20- to 25-word limit):** Poster abstracts will not be published in the conference book. A summative statement of no more than 25 words is required. Your summative statement should be a brief summary of your research with key points highlighted, providing a basis for discussion and interaction.
5. **Abstract Text (250-word limit):** Because of the large number of abstracts presented at the conference, the text of each abstract should consist of no more than 250 words. **Do not include your title and author information as part of the abstract body.** If you copy and paste text, it should be from a standard Microsoft Word document. **Tables and graphics are not recommended,** as they are extremely difficult to align in the space available.
6. **Credits, Footnotes, etc.:** Please note that an entry line has been added to the electronic submission to accommodate credits, footnotes, etc., and will not count towards the number of words in the text of the abstract body.

Criteria for Abstract Acceptance

Each abstract is reviewed for adherence to these content rules, significance, and presentation.

1. The main factors considered to qualify abstracts for acceptance are as follows:
 - *Clarity* – The objectives of the research presented are clearly described.
 - *Significance* – The objectives of the research make a significant contribution to the goals of IES, including describing the condition and progress of education; evaluating the effectiveness of federal and other education programs; and identifying education policies, programs, and practices that improve achievement.
 - *Methods* – The methods used (including the design, implementation, and analysis) are appropriate to achieving the objectives of the research.
 - *Presentation* – The abstract is logical, interesting, clearly written, and free of grammatical or typographical errors.
2. Abstracts will be rejected by the reviewers for the following reasons:
 - *Abstract Not Appropriate* – The content of the abstract is not relevant to IES.
 - *Promotional in Nature* – The abstract was written to promote a specific product or procedure on behalf of a specific company or organization.
 - *Multiple Submissions by a Primary Author* – Due to space limitations, **a primary author is allowed to present one abstract only, unless you are a researcher at a Research and Development Center or a REL. These groups may submit a maximum of two abstracts.**

Poster Abstract Notifications

Once a poster abstract is submitted, the only means of communication and notification of status will be sent via e-mail. Only the primary author will be sent a letter of notification indicating the acceptance or rejection of an abstract via **the e-mail provided**. It is incumbent on the submitter to notify all authors of the decision. **Abstract results will be sent to the primary author via e-mail notification on Tuesday, March 16, 2010.**