Poster Session Guidelines

First 5 California (F5CA) has added Poster Sessions to the 2020 Child Health, Education, and Care Summit. Posters offer inclusive opportunities for early childhood stakeholders to highlight a wide range of great work being done on the ground level. In addition to posters from agencies across the health, education, and care spectrum, F5CA seeks posters highlighting successes from local Quality Counts California consortia and/or regional Hubs.

**Please apply for a poster session space through the F5CA Summit Presentations page** (no relevant poster topics will be rejected). The application asks for the poster title and a short summary only. **Applications must be received by September 9, 2019.**

Poster authors should register for the F5CA Summit 2020 as a regular attendee. If accepted, no discounts will available for presenting posters.

Your poster should describe your evaluation outcomes, a special project, or program accomplishment(s). Subjects for posters include, but are not limited to, local and regional success stories, systems development or efficiencies, collaborative activities or programs, lessons learned and emerging best practices, preliminary or final research outcomes, innovative program components or features, stories from the field, or other compelling issues affecting children and families prenatal through age 5 and their service providers. Posters from vendors to sell products will not be accepted.

**Poster Logistics**

Posters will be available for viewing throughout the Summit during all unscheduled times and breaks. Poster authors will be stationed with their posters for one or two 30-minute windows to answer attendee questions.

Posters may not be affixed to walls. Poster authors are encouraged to furnish their own stand or easel. However, easels will be provided by the hotel if requested in the application. (Please note there is a limited number of easels available.)

Maximum size of posters is 24” X 36” (minimum recommended size is 20” x 30”) with no folds. Poster authors may:

- Bring their poster on a sturdy board.
- Bring their poster rolled up in a tube; F5CA will furnish a foam core board and mounting materials.
- Use a printer in Irvine to print and mount it. Additional information will be provided in early October.

**Tips for Creating Your Poster**

Posters should be self-explanatory and convey information without the need for a presenter. Viewers should be able to grasp the meaning of the poster without listening to an explanation or reading a report. However, we recommend poster authors have an “elevator speech” of about 30
seconds prepared to deliver to interested attendees and a one-page handout so interested parties can takeaway information and follow up with the poster author at a later date.

Please use the layout on the template titled “Poster Session Template” on the F5CA Summit Call for Presentations page. Include title, poster author, collaborators/funders (as relevant), mission/objectives, activities, outcomes/finding, and significance or recommendations for the field. If the work highlighted is funded by First 5 IMPACT or a California Department of Education Block Grant to support local QRIS activities, please include the QCC logo.

Field sizes, headings, and placement of content may be changed. Font size may be increased. (Do not decrease template font sizes.) Evaluation and research posters may use a research poster template.

To improve the readability of your poster, consider the following:

• Highlight one key outcome or take-away you want to convey.
• Examples of key outcomes include:
  o “CLASS® scores increased when Haven County teachers led trainings.”
  o “Evaluation of Capso County QCC parents shows new understanding of quality.”
• Simplify your message in the One Big Outcome box on the poster, and add an explanation in the text and/or handout. For example, “CLASS® scores increased when Haven County teachers led trainings” may be explained under “Program Outcomes” section to include: “Informal Pre-K CLASS® scores of teachers who led 15-minute staff trainings on one or more dimensions showed greater gains than those of teachers who only participated in the staff trainings.”
• Use a minimal amount of text. Supplement with a handout or reference to a website for additional information.
• Use bulleted phrases to highlight key points.
• Break up large amounts of blocked text by using indented paragraphs and subheadings.
• Use large lettering (at least 24-point font), but do not use all capital letters.
• Use simple charts, graphs, tables, clip art, photos, drawings, and symbols to illustrate key points.

Please adhere to the layout on the template titled “Poster Session Template” on the F5CA Summit Call for Presentations page.