

# learning & change

International Dialogue Education Institute 2013

OCTOBER 24 – 27 • MARRIOTT WATERFRONT • BALTIMORE, MD USA

## Poster Gallery Guidelines & Submission Form

You are invited to share your ideas and your work at the International Dialogue Education Institute by creating a poster for our Learning & Change Poster Gallery, which won't be your ordinary academic poster session!

The Institute's welcome reception – on Thursday, October 24 from 6 to 8 pm – will feature the Poster Gallery Opening, complete with cocktails, hors d'oeuvres, and a set of learning tasks that will guarantee intensive participant engagement with your posters. The Poster Gallery will also be open throughout the rest of the institute and we'll assign further learning tasks on each day to ensure ample time for further interaction and study. The Poster Gallery is an *integral* part of the learning experience we have planned for the Institute, just as important as the facilitated learning sessions – we value your experience and hope you'll share it with all of us!

These guidelines are simply to give you a sense of both how the Poster Gallery will work and what parameters to follow for creating your posters. The submission form is just so we know what to expect – there's no approval process. Every poster will have a place in the gallery!

### The Poster Gallery Concept – Test Run

While planning the Institute, we at GLP knew we wanted to have a poster session, but we wanted to add our own DE flair to the typical academic style poster presentations. We wanted to make sure that the posters were integral to the overall theme of Learning & Change, and that participants and poster creators could all engage with the posters in meaningful ways that contributed to learning. So, at a recent GLP staff retreat, we gave the Poster Gallery a test run: we had three posters on display, created with content relevant to a learning session about the Institute itself, and we did a series of learning tasks using the posters. Here's a small peek at some of what transpired.



In short, we had a great time, achieved our achievement-based learning objectives for the session, shared further ideas about how to make the Poster Gallery work well at the Institute, and are now ready to take it on the road to Baltimore. That's where *you* come in!

## Possible Topics

On the theme of Learning & Change

Designs (with 8 Steps)

Curriculum

Ideas

Experience

Tips and Tools

DE Principles and Practices

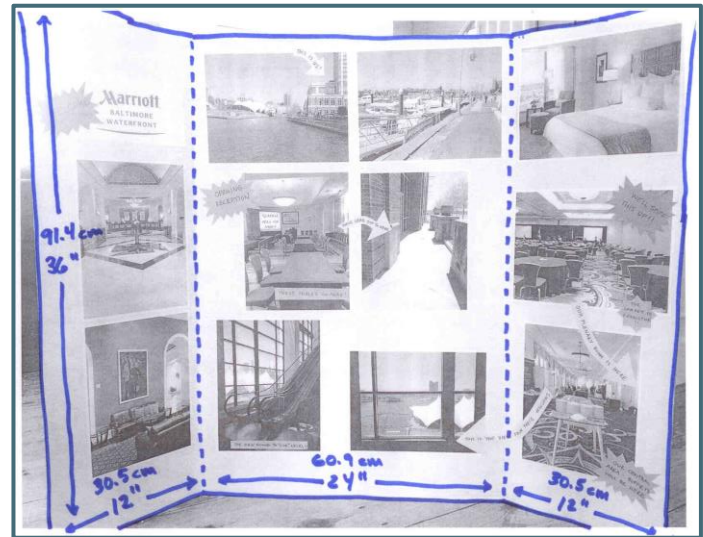
Resources

Lessons learned

Showcase of your DE work, discoveries

Shaping DE for the future

Anything else you can think of . . .



GLP Will Provide . . .

### A poster-creation party!

Thursday, October 24, 2013

3:00 – 4:30 pm

Waterview Room, Lobby Level

Marriott Waterfront Baltimore

Gather together to create your posters so they're ready for the Poster Gallery Opening (which begins at 6:00 pm).

Each poster creator will be provided with:

- One trifold cardboard display board (dimensions 36" H x 48" W – see illustration, above right)
- One 6' x 30" table (the poster will stand on the table)
- Colored paper, markers, scissors, tape, push pins, Post-it notes

### Learning opportunities!

1. Thursday during the Welcome Reception  
*GLP will assign a learning task or two for the whole group.*
2. Friday during breaks  
*Each of you can choose your own learning task to post at your table.*
3. Saturday during breaks  
*TBD based on how things transpired on Thursday and Friday*

You Will Provide . . .

### All of your printed materials!

You will need to bring all of your printed materials for the poster (you will not be able to print anything at the poster party, so please carefully plan your poster in advance!).

Please see "10 Tips for Creating Engaging Posters" on the next page.

Materials ideas include:

- Photos, illustrations, drawings, diagrams, charts, etc.
- Headlines, text, dialogue bubbles, quotes, etc.
- A photograph of you would be great, so people at the Institute can recognize you and ask you questions related to your poster
- Laptops with slide shows or videos looping
- Printed sample materials that people can leaf through at the table

### IMPORTANT NOTE

Please note that there will be NO electricity or wireless internet capacity at your tables, so if you want to show something on a laptop you'll need to rely on battery power and limit your display to files that are stored directly on your computer. Sorry about that – the cost was *staggering* and we just couldn't spring for it without charging a lot more for registration fees.

## 10 Tips for Preparing Engaging Posters

*The IDEI Poster Gallery is intended to be informative, fun, engaging and ... well, a dialogue. These tips are offered simply to help you create some great posters. They're tips, not required specifications, so be creative and have fun!*

1. Include **“just enough” text** to convey your message. Aim for 20% text, 40% images, and 40% white space around your text. Here are a couple samples:



2. **Large font sizes** are easier to read and some will be reading from 6 feet (2 m) away:
  - Main Title: at least font 110 (1.5 inches high)
  - Section Titles: font 85
  - Sub-headings: font 56
  - Body text: at least font 30
3. **Sans-Serif fonts** like Helvetica, Gills Sans or Calibri are cleaner and easier on the eyes.
4. **Bold face and/or italics** helps to emphasize words and phrases. ALL CAPS can come across as SHOUTING – best avoid them.
5. **Left-align your text.** Using fully justified text can create large gaps between words and make it difficult to read.
6. Choose **2-3 main thematic colors** for your poster (either your ink or the paper). Remember the cardboard backing is white, so avoid using too much white paper. (We'll have blocks of colored paper and colored markers for you to use to add splashes of color where you need it, or feel free to bring your own!)
7. Keep the **background simple**; less is more.
8. Include a **4 x 6 photo headshot of yourself** so that we can find you at the IDEI, along with your name and/or organization.
9. If appropriate, include a **short URL to a website** with more information about what you are sharing. GLP will also post a picture of your poster in our online Institute community.
10. **Be creative!** You want to hook the viewers' curiosity and interest.

*Reminder: Print all of your display materials ahead of time because we will not be able to print these for you at the Institute.*

## Other Important Information

1. Please send us your application by September 24, 2013 to [info@globallearningpartners.com](mailto:info@globallearningpartners.com).
2. If you want to create a poster and can't come to the Institute, that's just fine. Please just make sure you assign a representative who *is* at the Institute who will be responsible for it.
3. Please make sure all your materials can be contained within the display board and table dimensions (see page 2)
4. Construction of your poster needs to be done by 4:30 pm on October 24 because the hotel staff needs to get into the room to finish setting up for the Poster Gallery Opening, which begins at 6:00 pm
5. Posters will be on display until 6 pm on Saturday, October 26, at which point we ask that you disassemble and discard your materials, leaving the poster board for use another day. If you have the means and would like to take your poster home with you, be our guest!
6. The content and presentation of your poster needs to embrace or be related to DE principles and reflect the Learning and Change theme; in other words, the focus of your poster is *for the learner!*
7. For Friday, we ask that you prepare a question/challenge/specific feedback request—some kind of interactive task—that you can display in your poster area. We'll alert people that this is happening so that they may interact with your posters during breaks, at meals, and after hours. (GLP will prepare a learning task for Thursday's reception and Saturday breaks.)

## Questions?

Contact Karen Ridout  
[karen@globallearningpartners.com](mailto:karen@globallearningpartners.com)  
919-210-6740

Poster Gallery Submission Form

*Reminder:* The submission form is just so we know what to expect – there’s no approval process. Every poster will have a place in the gallery!

Please fill this out (handwriting is fine) and send it via e-mail to [info@globallearningpartners.com](mailto:info@globallearningpartners.com) by midnight Eastern US time, September 24, 2013.

\_\_\_\_\_  
Name of Poster Creator:

\_\_\_\_\_  
Name of participant representative, if different:

\_\_\_\_\_  
E-mail address:

\_\_\_\_\_  
E-mail address:

\_\_\_\_\_  
Phone #:

\_\_\_\_\_  
Phone #:

\_\_\_\_\_  
Poster Title:

\_\_\_\_\_  
Poster Description - please include:

1. a brief explanation of your content;
2. why you believe the topic is relevant to the IDEI participants; and
3. what you anticipate they will learn from it.