



OHIO EDUCATIONAL TECHNOLOGY CONFERENCE

February 11-13, 2025

Comprehensive Guide to Submitting a Poster Session Proposal

OETC25 Theme

Innovation, Access, Collaboration

Important Dates:

Poster Session Proposals Open – June 1

Poster Session Proposals Close – September 15

Poster Session Reviews Complete – October 15

Schedule Finalized – October 31

Poster Session Authors Notified – November 1

Poster Session Authors Registration – November 1-18

Waitlisted Authors Notified – November 21



OETC Presenter Submission Tips & Suggestions

Are you working on innovative teaching methods, cutting-edge tools, and transformative learning experiences? We are excited to announce that this year's OETC will feature poster sessions for the first time and would love to give you space to share your research and projects. Whether you're an educator, researcher, or edtech enthusiast, this is your chance to showcase your work, exchange ideas, and connect with like-minded professionals. So, create some exciting visual aids, prepare your elevator pitch, and get ready to make an impact!

Here are some tips and suggestions to assist you in crafting a high-quality poster proposal:

- 1) Get to know the event! Know who will be attending, the types of attendees you want to attract, the message you want to present, and whether the message fits with the key themes of the event. Check out the keywords to see the hot topics for the conference.
- 2) Brainstorm before you start writing. What are the “takeaways,” learning objectives, or key point(s) of the poster? What will be in your poster? How will you engage the audience?
- 3) Review the following Proposal Writing Resources for tips on drafting your proposal:
 - [Wright State University Libraries: Creating a Research Poster](#)
 - [How to create a better research poster in less time](#)
 - [Guidelines for Creating Accessible Printed Posters](#)
- 4) Draft your poster proposal prior to submitting it in the OETC Poster Session Portal. The portal allows you to save and edit a proposal using the “Save as Draft” button; however, technology issues are possible. To avoid lost data, it is recommended to save a copy of your work on your own device.
- 5) Pasting plain text works best when submitting your poster proposal online. Make sure to review your work, including a spelling and grammar check. You must choose the appropriate track keywords for your poster. Keywords help attendees identify the posters they want to see. Failure to choose keywords will result in your proposal being returned for revision up until the deadline. Proposals without keywords may be rejected after the submission deadline.
- 6) Prepare a professional presenter biography for submission. Attendees use this information to assess your capabilities and qualifications to view and learn about your poster. Here are some Tips on Writing an Effective Biography:
 - A biography is a summary of your education, work history, and expertise that is relevant to your poster proposal topic. The biography length for OETC is a maximum of 200 words.
 - Include your current job title and a brief mention of work history and experience that is relevant to your poster topic and audience.
 - Include academic qualifications, awards, and a reference to published work, but only if applicable to the material you are presenting.
- 7) Avoid acronyms and abbreviations in your poster description and/or contact bio. We cannot assume everyone else will know what you are referencing.



- 8) Submit only your best poster proposal. Each presenter can submit a maximum of one poster session and four educational session proposals for consideration for OETC.

Sessions

- Poster Session – One (1) Hour Session

A Poster Session is a graphic presentation of an author's research. Authors summarize their information or research by displaying graphs, photos, diagrams, and a small amount of text on the poster boards. Poster Sessions will take place in OETC Exhibitor Hall.

Poster session presenters will remain in their designated space for the duration of the poster session time to engage with attendees, individually or in small groups, who visit the poster sessions. Poster session presenters will briefly describe their projects to attendees and answer questions.

Exploring existing research and conducting new work is important to any professional, particularly those new to a field. Poster sessions should visually convey research, classwork, or projects from your job in at least one (1) of these areas: reference, library instruction and/or information literacy. They typically take the form of an exhibit and should include brief narratives, data, and graphics that quickly summarize the presenter's research. Successful poster proposals reflect elements of one (or more) of the conference tracks.

Conference Theme, Priorities, and Tracks – Audiences and Keywords

The theme for this year’s conference is “Innovation. Access. Collaboration.” which also reflect the conference’s core values. The conference is driven by the understanding that innovation drives progress, education must be accessible to all, and collaboration fuels innovation. Your poster session should tie into and explore at least one of these values.

Please also consider the educational priorities of the Ohio Department of Education and Workforce: literacy, accelerating learning, workforce readiness, and student and staff wellness. Educational technology can enhance all of these priorities in classrooms around the state of Ohio.

In your submission, you will identify keywords from the list below to help classify your poster session for attendees.

Accelerating Learning	Funding, Grants, and Sustainability	Sharing and Exchanging Ideas
Accessibility	Infrastructure	Student and Data Privacy
Artificial Intelligence	Learning Devices	Student Learning
Communications	Learning Environments	Student Supports
Connectivity	Literacy	Student and Staff Wellness

Digital Citizenship	Policy	Tech Innovations
Educational Resources	Professional Learning	Workforce Readiness

The Ohio Educational Technology Conference also focuses on four tracks: Instruction, Information Technology, Leadership, and Library and Media Specialists. Our conference tracks represent the innovations of technology in schools around teaching and learning. Each track has keywords that represent in-demand session subjects. Please choose the appropriate keywords when you submit your poster proposal.

Instruction

The Instruction track provides sessions for anyone in Primary through 20 educational roles (teachers, instructional technologists, educational coaches, pre-service teachers, curriculum leaders, professors) with a front row seat to innovative technology learning experiences. Sessions cover a wide range of topics useful in the education environment. Sharing best practices is encouraged.

Information Technology

The Information Technology track provides information for anyone in the IT fields and learning experiences. Sessions focus on a range of topics and training. Innovative technology is welcome along with best practices supporting student success.

Leadership

The Leadership track provides sessions for those in leadership roles in education (superintendents, principals, treasurers, district administrators, business officials, operations managers, facilities manager). Sessions focus on topics related to leadership, social media, family engagement, student wellness and technology.

Library and Media Specialist

The Library and Media Specialist track provides sessions geared toward library and media specialists. Topics focus on technology in collaborative spaces, literacy, family engagement, social media and more.

Ohio Educational Technology Conference Presenter Terms and Conditions

Email Communications

The Ohio Educational Technology Conference is not responsible for any email notifications that are not delivered, lost, misdirected, delayed, or rejected by the recipient’s email system. Please check with your IT administrator to ensure conference email domains are not being blocked by security software and fire walls.

Commercial Content

Ohio Educational Technology Conference sessions are learning experiences and are **non-commercial** presentations. Sessions are not to be used for direct promotion of a presenter's product, service, or other self-interest. Products and services may be discussed in a session from the point of view of implementation, insight from an end-user, lessons learned, or any non-commercial point of view. Sessions

are not to be used as a product promotion or "Selling from the Podium" event. Exhibitors and sponsors or anyone connected to an exhibiting/sponsor company are not to participate in these educational sessions.

Session Notifications

Notifications of Poster Proposal status' will be sent via email to the Lead Presenter in November/December. Poster proposals may be accepted, wait-listed, or declined.

Once OETC has scheduled all accepted posters, the Lead Presenter of an accepted poster proposal will be notified via email of their scheduled poster time(s). Included in this email will be instructions on how to accept/reject the scheduled time and applicable deadlines. Please keep in mind that OETC will make every effort to accommodate special requests but cannot guarantee placement of all requests.

In the event the poster acceptance process is not completed by the Lead Presenter by the given deadline, OETC reserves the right to replace the poster by a wait-listed poster.

Session Handouts, Slides, and Additional Materials

If your poster proposal is accepted, you may upload pdf copies of the presenter notes, PowerPoint slides, or other materials that will be made available to conference attendees through the conference website or mobile app. Specific instructions for uploading your documents will be emailed to you if your proposal is accepted.

Poster Session Area and Set Up

OETC will provide easels for physical, paper posters. Posters should be 48 inches by 36 inches.

Session Cancellations

Presenters of scheduled sessions must notify OETC at info@oetc.ohio.gov if a scheduled session must be canceled for any reason. In the notification, please be sure to include the poster title, date and time of session, and presenter's name.

Failure to notify OETC of a session cancellation, or failure to present a scheduled session at OETC, may disqualify the session presenter(s) from being considered to present at future Ohio Educational Technology Conferences.

Schedule Changes

At its sole discretion, OETC reserves the right to make any changes to the Conference schedule prior to the event and on-site. OETC agrees to give advance notice of any schedule changes to the presenter if time permits, but assumes no liability for changes, additions, or deletions to the Conference schedule.

2025 Ohio Educational Technology Conference Event Terms and Conditions

Privacy

This event is hosted by the State of Ohio. As such, information you provide, including information regarding your attendance, may be released if requested pursuant to the Ohio Public Records Act. This includes, but is not limited to, registration forms and the information contained therein. Information that



is identified as personal contact information belonging to licensed Ohio educators is not subject to disclosure pursuant to the Ohio Public Records Act.

Photography

Attendance at this public event may lead to your image and/or likeness being photographed and/or video recorded. By registering to attend this event, you therefore grant the State of Ohio permission to use your image and/or likeness in connection with any still photograph, live or recorded video display or other transmission or reproduction, in whole or in part, of the event.

ADA Requests

The Ohio Department of Education and Workforce is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request a reasonable accommodation due to a disability, please submit your request during registration or contact info@oetc.ohio.gov or call 614-387-1024 no less than 72 hours before the event.

Badge Sharing Policy

A registration is intended for an individual attendee. Attendees may not share a multi-day registration with other attendees. Attendees who violate this rule will forfeit their registration privileges and will not receive a refund. Only registered attendees will receive certificates of attendance.

Certificates of Attendance and Certificates of Participation

Certificates of Attendance (COA) and Certificates of Participation (COP) will be emailed **beginning March 1, 2025** to all participants with a **fully paid registration**. Thereafter, COAs will be emailed upon receipt of full payment.

Conference Session Proposal Selection

The Ohio Educational Technology Conference (OETC) and the Poster Reviewers will work diligently throughout the review process to ensure that only the highest-quality poster sessions offering the most educational value are accepted for the OETC schedule.

Technical Review

The Ohio Department of Education and Workforce's Technical Review Team will ensure that each submitted poster proposal includes all required information prior to scoring the application. The Technical Review Team will consist of staff from all sections of the agency organizing the conference. Depending on the number of proposals submitted and available time, incomplete proposals MAY be returned to the submitter for completion.

Independent Review Team

A team of independent peer reviewers and internal Department staff will assess and score all submitted poster proposals, with each member assigned to review a select number of the received proposals. Each proposal will be

reviewed by a minimum of three reviewers. Review teams are comprised of education stakeholders with competency and a knowledge base stemming from education and practical work experience in education-related fields and/or subject matter based on the conference topic. The team will be identified by the Department’s conference organizer and approved by section leadership and may consist of internal and/or external members as determined appropriate by the Department’s conference organizer and section leadership.

Individual reviewers will not be identified by name. Instead, each will be assigned a reviewer number that will be used in all scoring documents.

Review Scoring

The following criteria will be used by the individual review team members to evaluate each assigned proposal.

Section A: Poster Content <i>For each of the listed questions, the reviewers will indicate the most appropriate response.</i>			
Yes	No	1. Poster Title	Is the title clear and does it inform attendees of the content the poster will cover?
Yes	No	2. Poster Description	Does the description include one or more strategies or ideas for attendees to learn?
Yes	No	3. Poster Interest	Does the proposed poster have the potential to draw an audience?
Yes	No	4. District Implementation	Does the proposed poster represent real-life implementation by an Ohio school district or community school?
Yes	No	5. Sales Pitch	Does the proposed poster represent a sales pitch for a specific product, service, or individual’s platform available for purchase?
Yes	No	6. Department Alignment	Does the proposed poster align with Department messages, priorities and/or goals?
Yes	No	7. Department Vision	Does the proposed poster contradict Department strategic priorities?
Yes	No	8. Presenter Platform	Does the presenter’s platform contradict Department strategic priorities?
Yes	No	9. Presenter Qualifications	Do the presenter’s qualifications indicate a good level of competence or experience in the poster content?

Poster Content:

1. Name(s) and title(s) or all presenter(s) and coauthor(s)
2. Poster Title
3. Poster Description including information on the literature, review, methods, results, discussion, and conclusion OR what is the big idea and how does your research relate? What question(s) did you explore? What strategies did you employ (methods, materials, methodology)? What were the results? What was your

interpretation of the results? Why are the results significant?

4. Poster Engagement: Describe how you will engage the audience with your poster.
5. Department Alignment
6. Poster Outcomes: What are the learning outcomes from audience members attending your poster session?

Section B: Poster Relevance <i>The reviewers will rate the poster proposal on the relevance to conference attendees.</i>		
0		The content of the proposed poster is not current and/or is not relevant to the conference topic and the potential audience.
1		The content of the proposed poster may not be completely current or groundbreaking, but it is relevant to the topic of conference and the potential audience.
2		The content of the proposed poster is current, important, and relevant to the topic of the conference and the potential conference audience.
3		The content of the proposed poster is cutting-edge, relevant, ground-breaking and/or is significant to the topic of the conference and the potential conference audience.

Section C: Data Driven / Evidence-Based <i>The reviewers will rate the poster proposal on the data driven or evidence-based level that best describes the poster.</i>		
0		The content of the proposed poster is primarily based on the opinions or sole experiences of the presenter.
1		The content of the proposed poster references some high-quality data for the audience's consideration.
2		The content of the proposed poster is driven by substantial data and/or evidence of interest to the audience.
3		The content of the proposed poster has strong potential to contribute to the audience's knowledge of replicable, evidence-based practices.

Individual conference organizers may add requirements specific to the conference in the section below.

Individual reviewers will complete the score sheet based on their independent review of the poster proposal using a separate score sheet. The reviewer will provide comments for each of items 5, 7 and 8 for which they gave a *Yes* determination and for items 6 and 9 if they gave a *No* determination.

The reviewer will identify the appropriate session topic from a list provided by the conference organizer. If there are defined conference tracks, they will indicate the appropriate session track.

The reviewer will make a final recommendation for each poster proposal of *Thumbs Up*, *Thumbs Down* or *Hold*. Selecting *Hold* indicates that the reviewer feels additional discussion may be needed.

Poster Selection – Process



Following the technical review, proposals will be assigned to the review team. Each proposal will receive a minimum of three independent reviews. Reviewers will use a provided scoresheet to record the results of their review.

The conference organizer will review the data for any discrepancies between the reviewers and to identify any posters for which Items 5, 7 or 8 in Section A received one or more *Yes* determination and for which Items 6 or 9 received one or more *No* determination.

The entire review team will meet to discuss final recommendations based on the independent reviews using the follow business rules:

1. All poster proposals with unanimous *Thumbs Down* recommendations by individual reviewers will be rejected.
2. All posters with unanimous *Thumbs Up* recommendations by individual reviewers will be considered as a qualifying proposal only if they did not have a *Yes* determination for items 5, 7 or 8 or a *No* determination for items 6 or 9 in Section A.
3. The team will discuss any proposals for which there is a discrepancy between the reviewers to make a final *Thumbs Up/Thumbs Down* recommendation. Those with a *Thumbs Up* recommendation will be considered to be a qualifying proposal. Those with a *Thumbs Down* recommendation will be rejected.
4. The team will discuss all poster proposals that received at least one *Yes* determination on items 5, 7 or 8, as well as all proposals that received a *No* determination on items 6 or 9 to make a final *Thumbs Up/Thumbs Down* recommendation and document the rationale. Those with a *Thumbs Up* recommendation will be considered to be a qualifying proposal. Those with a *Thumbs Down* recommendation will be rejected.
5. Determine available space. If space does not allow all qualifying proposals to be included, the team will:
 - a. Review the frequency of individual topics to determine inclusion in the final schedule.
 - b. Review scores in Section B (relevance) and Section C (data driven/evidence-based) to rank qualifying proposals.
 - c. Make final *Thumbs Up/Thumbs Down* recommendation and document rationale.
6. If space allows, poster proposals with a unanimous *Hold* recommendation by individual reviewers will be discussed to determine which posters will be included.

The conference organizer will provide the final recommendations to their section leadership for approval in the form of two lists (Recommended for Inclusion and Recommendation for Rejection). The recommendations shall include the poster title, presenter(s), and short description of the proposed poster. The Recommendation for Rejection list will include the reason for the recommendation.

Section leadership will provide the final poster lists to the Department's Agency, Legal, and Communications leadership for informational purposes.