NAFSA: Association of International Educators
Poster Fair Organizer (PFO) Job Description and Guidelines
2020 Annual Conference, St. Louis, Missouri

Term of Service: 1 year renewable for up to 4 years

Each Poster Fair should have two Co-PFOs so that all tasks outlined below will be shared with a colleague.

What are my initial responsibilities as a Poster Fair Organizer (PFO)?
- Encourage submissions of individual posters to your fair. You might do this by contacting individuals you know who may be involved in an initiative that would work well as a poster, by sending out messages via the professional networks or other listservs to which you belong, by posting content in your blog or other social media platform, and/or by working with regional conference organizers to promote proposal submissions for the annual conference.
- Participate in a conference call with Poster Chair, Namiko Bagirimvano, and NAFSA staff in the fall to discuss the poster process and duties.

All poster proposals must be received online by 2pm (EST) on Wednesday, December 11, 2019. This ensures that NAFSA staff has the names and contact information of all presenters prior to producing promotional materials for the NAFSA website. Prior to the deadline, staff can provide you with periodic updates on how many proposals have been submitted so that you can solicit additional proposals before the deadline.

What are my responsibilities in the selection process?
- Recruit at least 3 other reviewers to read and rate proposals by **Friday, December 6, 2019**. (There should therefore be a minimum total of 5 reviewers: 2 Co-PFOs plus three other reviewers.)
- Review submitted proposals online **beginning Thursday, December 19, 2019**. (You will be provided with instructions and training.) Review of posters must be completed **by Thursday, January 9, 2020.**
- Co-PFOs must provide Poster Chair and NAFSA staff with a list of accepted and rejected posters by **Monday, January 27, 2020.**

What are my responsibilities after posters are accepted?
- Staff will send out poster proposal notifications out by **Friday, January 31, 2020.**
- Send presentation guidelines to poster presenters by **Friday, March 13, 2020**. Staff will provide you with a template message and an up-to-date e-mail list of your presenters. You may add anything specific to your poster fair to the template message.
- Correspond with presenters in your fair regarding any questions they may have.
- Using a map of the poster area (to be provided by staff in March), prepare a floor plan of the tables with clearly marked positions for each poster in your fair. Send to staff by **Monday, April 27, 2020.** Staff will use your assignments to list in the online program.

How will the posters be set up?
- Poster fairs will be held in the Expo Hall at America's Center Convention Complex in St. Louis, Missouri. The fairs will run between 90 and 120 minutes each during the day alongside general sessions. The fair schedule will be determined by Namiko Bagirimvano and staff. You will be notified of the date and time of your poster fair by **Wednesday, January 13, 2020.**
- Each individual poster display will consist of a 6-foot long by 24-inch wide table. Presenters will also receive a bulletin board (approximately 8 feet wide by 4 feet tall) behind each table. The presenters will need to bring a finished, high quality poster. Push pins will be provided for poster presenters,

but if presenters require other means of securing to the bulletin board (we suggest tape and extra-large binder clips,) they will need to provide that themselves.

- o Note that the Uses of Technology and Social Media in International Education fair will have a different set up and will include individual high-top tables (no bulletin boards) with electrical outlets and internet connectivity.
- **Electrical outlets are not provided**. Other audiovisual aids, such as computers and projectors, are not available for posters. (Again, note that the technology fair is the exception and will have appropriate electricity and internet available, but presenters are responsible for providing the devices with their presentations.)
- Additional logistical details will be provided closer to conference time. Staff will send these messages directly to the presenters with copies to the PFOs.

What are my responsibilities during and after the conference?
- **Poster Fair Organizers are expected to attend the conference and be present at their fair, unless otherwise communicated beforehand.**
- Arrive at least 30 minutes prior to the scheduled start time of your poster fair to help direct presenters to their tables.
- During the fair, PFOs will answer questions, walk around the fair listening to the presentations, taking pictures, providing feedback to presenters, taking notes of outstanding presentations to give to the Poster Chair, helping attendees navigate poster fair area and recruiting proposals for the following year. Please coordinate with your Co-PFO.
- At the end of the time period, ask presenters to clear their area promptly so that the next group can set up.

Contact Information:
Annual Conference Poster Chair: Namiko Bagirimvano, nbagirimvano@tacomacc.edu
Conference Program Staff: posters@nafsa.org

Important Dates for PFOs

October 31, 2019 at 1 p.m. EDT – Conference Call with Namiko Bagirimvano and NAFSA staff to review poster process.

Friday, November 15, 2019 – Before this date, be sure to contact any organizations whose participation you hope to solicit if they have not yet submitted a poster proposal.

Friday, December 6, 2019 – Deadline to notify NAFSA staff of three reviewers of posters for your fair. (Including 2 co-organizers, that makes a total of 5 reviewers)

Wednesday, December 11, 2019 – Online proposal site closes for posters at 2 p.m. EST.

Thursday, December 19, 2019-Thursday, January 9, 2020 – Review teams score poster proposals online.

Wednesday, January 13, 2020 – NAFSA staff notify PFOs of the day and time their fair will take place.

By Monday, January 27, 2020
- o Review compiled proposal scores and send Namiko Bagirimvano and NAFSA staff a list of which posters to accept and reject.
- o Assist NAFSA staff with reading and editing titles and descriptions of accepted posters only to ensure clarity, if needed. (They will have already been edited once by staff.)

Monday, March 9 - Friday, March 13, 2020
- o Add specific information to the template content guidelines for your poster fair (if any). Send content guidelines to presenters once staff provides you with an up-to-date e-mail list of your presenters.

By Monday, April 27, 2020 – Use the blank floor plan staff provides to assign a poster a table number. Send your assignments to staff.

Before the Conference
- o If necessary, participate in a conference call to discuss what to expect at the fair and go over any last-minute issues.

Sunday, May 24-Friday, May 29 – Conference Week
- o One PFO should arrive at your fair 30 minutes early to help presenters set up and answer any questions they may have. Other PFO should stay 15 minutes after the fair for clean-up.
- o **It is expected that at least one PFO be present during the fair, unless NAFSA staff and Poster Chair are otherwise notified beforehand.**