



## Call for e-Poster Competition Abstracts

Dear facility management professor,

This call announces the **e-Poster Student Competition** for the IFMA World Workplace Conference & Expo in Orlando, Fla., Oct. 7-9, 2009. This should not be confused with the Call for Papers & Presentation Abstracts that were due in January 2009.

***Please forward the flyer included in this email to your students and consider coordinating a class presentation structured around this submission.***

### e-Poster Competition

The Committee on Academic Affairs of the IFMA Foundation invites all interested FM students to submit **abstracts** of projects for presentation at the 2009 IFMA Foundation's World Workplace e-Poster competition. The e-Poster concept involves electronic presentations of a **three-slide maximum** PowerPoint graphic presentation held during the World Workplace Expo Thursday, Oct. 8, 2009. At this time we are only asking for the submission of the presentation ABSTRACTS. Class projects, as well as joint research with faculty, completed research and research projects in progress are all highly encouraged and suitable. Presentation topics for submission may include, but are not limited to:

- Facility management research and innovations
- Class projects (individual or group)
- Case studies of facility management issues
- IFMA's nine FM core competencies

**Abstracts** should not exceed 200 words. In addition, please provide the title of the e-Poster, a brief description or outline of the presentation and contact information (phone and e-mail address) of the author(s).

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All submissions accepted for display and presentation at the IFMA World Workplace Expo are expected to be presented by student(s) during the e-Poster competition on Oct. 8, 2009. Abstracts are due Sept. 1, 2009, but can be sent any time prior to that date. Submissions (Word Doc.) should be sent to Charlie Claar at [charlie.claar@ifma.org](mailto:charlie.claar@ifma.org). All e-Poster presenters will be given a certificate of participation from the IFMA Foundation at World Workplace.

Questions may be directed to Charlie Claar at [charlie.claar@ifma.org](mailto:charlie.claar@ifma.org) or 713-623-4362.

# CALL FOR e-Posters



## The IFMA Foundation Student e-Poster Competition Orlando, Fla., U.S.A. Oct. 8, 2009 IFMA World Workplace 2009

e-Posters presenting work in the field of facility management are invited from students studying in educational institutions with facility management programs and from the IFMA Foundation Accredited Degree Programs. The e-Poster competition provides students an opportunity to present recent FM projects or pieces of FM related research work, compete against fellow students from around the world, and potentially gain international recognition. The IFMA Foundation's e-Poster competition is a new and growing contribution to the conference's educational component, hosted by the foundation's Committee on Academic Affairs. This is the third e-Poster competition sponsored by the IFMA Foundation and is modeled after the Student Poster Competition held during the annual EuroFM Research Symposium.

### **WHAT IS an e-Poster Presentation?**

The e-Poster is a summary of your work, in electronic and graphic format, not an advertisement for your work or concept. The presentation should consist of a visual display of your research or project highlights on a **three-slide maximum** PowerPoint presentation, combined with an interactive two-minute question and answer period. The presentations will be displayed on the IFMA World Workplace Expo floor. Details for the presentation set up will be provided to all selected presenters prior to World Workplace.

An e-Poster presentation is a brief exhibit, not a book. The readers and judges do not expect a lot of detail. Graphics work very well and should be used to convey project information wherever possible. Summaries of the e-Poster presentation as handout may be made available at the conference if you wish. The reproduction of the handouts and availability and distribution are the responsibility of the student(s). The jury will give each e-Poster an opportunity to be presented in addition to a question-and-answer period of about two minutes.

Authors are not allowed to display any material other than what has been stipulated above.

e-Poster presentations must include the following:

- Title of the presentation
- Names of author(s) and affiliated organization(s)
- Background Information
- Project objectives
- Materials and methods
- Results and conclusions

## **SUBMISSION of ABSTRACTS**

All e-Poster abstracts must be submitted by Sept. 1, 2009 (deadline). Each abstract will be evaluated and those projects meeting the basic requirements will be approved for the competition. All applicants will all be notified by Sept. 6, 2009, or sooner, if their e-Poster is accepted for presentation at World Workplace. Presentation requirements for the formal e-Poster submission are attached for your information and will be provided to those individuals whose projects are accepted for presentation.

## **DISPLAY of POSTERS**

The student authors of all approved e-Poster projects are invited to participate in the competition at the conference. Each e-Poster can be presented by a maximum of two students, and approved presenters will each receive a complimentary one-day registration to World Workplace to participate in the competition. (Travel costs are not provided.) On Thursday, Oct. 8, 2009, the oral presentations will be made and the judges will select the five best e-Posters for the final e-Poster presentation to be held later in the day. The judging is based on impact, information, inspiration, practicality and the presentation of the poster.

**Students approved for submission of e-Posters will receive a free one-day entry to the conference.**

## **THE AWARD**

An international jury will judge the best e-Poster displayed and presented at the final presentation. The author(s) of the award-winning poster will receive a certificate award, travel and expense allowance (not to exceed \$1,500) to attend the EuroFM conference to be held in Madrid, Spain, in 2010.

The runner(s) up will receive an IFMA World Workplace 2010 conference full registration for each presenter/author.

## **KEY DATES**

Sept. 1, 2009	Final date for submission of the e-Poster <b>abstract</b> to <a href="mailto:charlie.claar@ifma.org">charlie.claar@ifma.org</a> . Include the title of the e-Poster, a brief abstract or outline of the presentation, name(s) of the author(s) and contact information.
Sept. 6, 2009	Confirmation of acceptance of e-Posters for display at the conference and details for final submission of e-Posters.
Sept. 22, 2009	Deadline for submission of final e-Posters by accepted presenters to IFMA Foundation for presentation set-up.
Oct. 8, 2009	IFMA World Workplace e-Poster competition in Orlando, Fla.

## **THE JURY**

An international jury selected by the Committee on Academic Affairs will review all e-Posters and select the finalists. In the final competition the jury and the presentation audience will vote for the final poster winner after the finalists make their presentations. Awards will be announced that day and presented at the IFMA Foundation Education Reception and Scholarship Presentation on the same day, Oct. 8, 2009.

## **PRESENTATION REQUIREMENTS**

The formal e-Poster submission shall consist of a three-slide PowerPoint presentation to the following standards:

- The presentation shall consist of three slides only with timed narration in PowerPoint format.
  - Slide one is to be an introduction and explanation of the research or problem
  - Slide two is to be background and project development
  - Slide three is to be the e-Poster
- Presentation is to be a minimum of three minutes to a maximum of five minutes in length.
- In PowerPoint, Slide Show Setup, Use Record Narration and set Use Rehearsed Timing to ON.
- Use a slide background as required for presentation purposes.
- Use PowerPoint graphics as appropriate to support your presentation. Graphics may change to develop and support presentation content until the last minute of the presentation, at which time the graphic content of the e-Poster must remain constant.
- Provide your picture (head shot) in one corner of each slide. This picture must remain in place from the time you introduce yourself in your presentation.
- Insert your school's name. This graphic must remain in place from the time of your introduction in the presentation.
- No video content may be used in this presentation.