

Deadline extended  
to July 16, 2010

*Hawai'i-Pacific Evaluation Association  
2010 Conference*

# CALL FOR PRESENTERS



Hawai'i-Pacific Evaluation Association (H-PEA) 2010 conference participants are invited to share their work with other participants in an oral presentation or an informal and interactive poster session. Those interested should submit the proposal submission form that will be peer-reviewed by a conference committee. The review committee will judge proposals on the following points:

- relevance and importance of the proposal to the field of evaluation;
- implications for evaluation theory or practice; and
- value to the audience.

Forms and additional information are available at the H-PEA website, <http://h-pea.org>.

## Important Dates

Proposal submission deadline: **5:00 pm, ~~June 30, 2010~~**

Notification of acceptance: July 30, 2010 (via email)

Early-bird conference registration deadline: August 23, 2010

Presentation & poster sessions: Friday, September 10, 2010, 2:45-5:00 pm

## Submission

Send the completed Proposal Submission Form to [conference@h-pea.org](mailto:conference@h-pea.org) by 5:00 pm, ~~June 30~~, 2010.

Questions? Email [conference@h-pea.org](mailto:conference@h-pea.org)

## Presentation

Submit a proposal using the Proposal Submission Form. This form also requires a title, abstract, theme, and intended audience. Abstracts should detail the focus of the presentation, the way(s) in which it is relevant to the field of evaluation, and value to the audience. Proposals submitted individually will be grouped with others on a related theme and will be allocated 10-15 minutes as part of a 75-minute session. A computer, LCD projector, and screen will be provided. We ask every presenter to submit the presentation slides ahead of time so they can be loaded on the computer.

**What does a presentation session look like?** Presentation sessions will include three or four presenters who each have approximately 10-15 minutes. A chair will welcome the audience, coordinate the session, and keep time. Presenters may talk about an evaluation project, issue, or theory. Alternatively, presenters may do a “how-to” related to evaluation. Although a presenter may opt to take questions during his/her time, at the end of the initial 10-15 minutes the presenter will cede the floor to the next presenter. We encourage presenters to time their presentation prior to the conference as the time limit will be strictly enforced to be fair to the other presenters. Once all presenters have spoken, the chair will facilitate an open question-and-answer period. Presenters should have a synopsis available for distribution during the session that includes an email address through which an attendee may obtain additional information. Presenters may use visual aids to illustrate key points.

## **Poster**

This formal graphic presentation of a topic, displayed on poster board, offers an excellent opportunity for gathering feedback on an evaluation issue, completed or planned project, or summary of evaluation results. Posters will be displayed in the main conference room. They will be on view throughout the conference, so the main ideas should be clear without explanation. A scheduled 60-minute poster session will provide an opportunity for the presenter and participants to interact. Posters should not be used to advertise a product or service. Like a presentation abstract, a poster abstract should detail the focus of the topic, the way(s) in which it relates to the field of evaluation, and value to the audience.

**Technical specifications** Posters must be pre-mounted on a presenter-supplied poster board. (They are often paper or card stock attached to a bulletin board or poster board). The poster’s text should be large enough to read easily from 4 to 5 feet away (minimum 28 point font). Maximum poster size is 38" x 60". Presenters must supply their own poster board and pins/tape/glue. Posters will be positioned on long tables near a wall or on hotel-provided easels.

**What does a poster session look like?** The posters will be on view throughout the conference. During the scheduled 60-minute poster session, poster presenters stand beside their posters and discuss their work one-on-one or in small groups with attendees. Most attendees meander through the posters, stopping to review or discuss those that pique their interest. Many poster presenters supplement their posters with a handout that summarizes their work and provides contact information for further follow-up.