

Fulbright Academy 5th Annual Conference

Sustainability: Fulbright Scholars-Shaping Tomorrow's Future Today

San Francisco, CA – March 11-14, 2010

Information
for Panel
Presentations

You are serving on a panel with several other speakers, and your presentation will discuss how science, technology, and other innovations in your field are promoting sustainability efforts.

Please recall that the panel as well as the audience will include experts in other scientific fields: life and natural sciences, engineering, technology, and medicine. Also note that that “science” includes social science and related disciplines, such as psychology, economics, political science, law, public administration and business management.

We anticipate having a large percentage of Fulbrighters from the business community, as compared to prior years. (see statistics at right)

Basic information about the Panels:

- **Time:** Each panel is 80-90 minutes.
- **Panel Chair:** The chair will guide the discussions and keep track of time.
- **Composition:** Most panels have four or five speakers, speaking for a maximum of 10-12 minutes, with the remaining time for Q&A. The conference has been set up to facilitate discussion outside of the official panels; therefore, your presentation is not the only time when you can talk about your work. Some panels also have time set aside to discuss future collaborations among presenters and attendees.
- **Computer-aided Presentations:** Power-point and other presentations should be submitted upon arrival at the conference (and at least one hour prior to the panel) so that they can be uploaded and ready for use. Other special technology needs must be communicated at least one week prior to the meeting.

Our Previous Conferences

- 100+ people from 20+ countries
- 30% academics – professors, researchers, instructors
- 15% students – recent college graduates to PhD students and Post-docs
- 15% organizational leaders – presidents or senior managers in business/government/academia
- 10% managers at for profit or government entities
- 10% managers at non-profit organizations
- 10% high school teachers, spouses, special guests

For more information visit
www.FulbrightAcademy.org

Presentations: As a presenter, *your task is to educate and inform*; therefore, your presentation and comments should be engaging and interesting to non-experts in your field. Powerpoint may be used to guide your audience and to enhance or illustrate your presentation, but please don't read the slides. You will have a multidisciplinary audience, so *you must avoid using overly technical terms*, acronyms or industry jargon in your presentation. Otherwise the audience will not understand your ideas.

Resumes: Some academics and other professionals include their participation on panels and their poster presentations or conference-related activities on their professional resumes. Please refer to the meeting as follows: *“Fulbright Academy of Science & Technology 2010 Annual Conference: Sustainability: Shaping Tomorrow's Future Today, San Francisco, CA March 11-14, 2010”*

Publications: FAST does not publish any proceedings of the conference. Papers & slides can be published on the FAST website. For some panels, papers may be compiled and published in a relevant professional journal.

Registration: The Fulbright Academy believes that it is an honor to be invited to speak at the FAST conference; therefore, FAST generally does not pay a speakers fee or an honorarium, and all speakers are expected to register for the conference at the regular rates. Note that registration discounts and other special funding arrangements may be available. For example, employees of institutional members receive discounts.

Related Activities:

- Tours of sites in San Francisco related to Sustainability.
- Posters – posters related to the panel topics will be in the panel meeting rooms.
- “Round-table discussions” – guided conversations that occur during lunch.

The full program: The names of fellow panelists and their topics will be distributed before the conference. If you are unable to attend, please contact us as soon as possible so that we can find another panelist.

For information contact Eric Howard, Executive Director, Fulbright Academy of Science & Technology
Tel: +1-207-799-3098 or ehoward@FulbrightAcademy.org.

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Sustainability: Fulbright Scholars-Shaping Tomorrow's Future Today

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Information
for Posters

A Poster is a graphic presentation of authors' reports.

The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. The authors will then hold discussions with the registrants who are at the conference. Your poster should discuss how your work or how science, technology, and other innovations in your field are promoting sustainability efforts.

At our conference the posters will be distributed among the panel meeting rooms so that the authors can meet and speak with conference participants before and after the relevant panel discussion. Instead of having a separate poster session (a room with only posters), the posters relating to natural resources will be in the room where the natural resources panel is meeting, etc. The author must remain by his/her poster board for the duration of the session.

FAST Conference attracts experts from many fields:

life and natural sciences, engineering, technology, medicine, etc. You will have a multidisciplinary audience, so you must avoid using overly technical terms, acronyms or industry jargon in your poster. Otherwise the readers will not understand your ideas. Also remember that "science" includes social science and related disciplines, such as psychology, economics, political science, law, public administration and business management.

- The poster will be mounted onto cardboard tri-fold "Science Display Boards" mounted on stands or on tables. (see photo) The display boards are three feet high and four feet wide (36"x48"). Tape will be available onsite for mounting the displays. Alternatively, you may also bring your own board and display.
- Many authors find it helpful to have a handout with answers to obvious questions, thereby freeing up time for more in-depth discussions. If handouts are distributed, please bring approximately 50 copies. Please include the author's names and address information in case the viewer is interested in contacting you for more information.
- Posters should be set up one hour before the start of the panel, and taken down within 30 minutes after the session ends. Materials not removed following the conclusion of the session will be discarded.
- Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 1 inch high. Bring all illustrations needed -- figures, tables, color photographs, charts. The material should be well labeled and legible from a distance of 2 yards. If you will be posting typed material, use 20 to 24 point font on white, pale yellow or cream-colored non-glossy paper.
- Poster Session presenters can submit their handouts in PowerPoint or PDF format so that they will be a permanent part of the FAST Online Program, visible to everyone. Submit them to info@FulbrightAcademy.org

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Registration: The Fulbright Academy believes that it is an honor to be invited to present at the FAST conference; therefore, FAST generally does not pay a speakers fee or an honorarium, and all presenters are expected to register for the conference at the regular rates. Note that registration discounts of up to 66% and other special funding arrangements may be available for some types of participants.

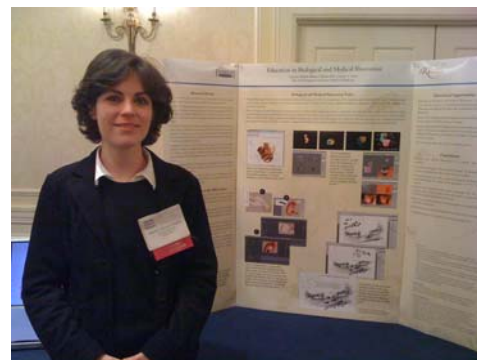
Related Activities During the Conference:

- Tours of sites in the Bay Area
- Panels discussions.
- "Round-table discussions" – guided conversations that occur during lunch.

The full program: The names of fellow panelists and their topics will be distributed before the conference. If you are unable to attend, please contact us as soon as possible so that we can find another panelist.

For more information, please contact

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(Photo from the Fulbright Association's 2009 Conference)

Additional information on developing a readable and accessible poster is available on our website. The materials were prepared by the American Public Health Association's Disability Section for the APHA conferences.