Dear Student:

The 13th Annual Alternative Dispute Resolution Conference Planning Committee is seeking poster presentation proposals for the forthcoming conference being held on November 1, 2019, at the Renaissance Denver Stapleton Hotel. The theme of the 2019 Conference is "Building Healthier Communities Through Effective Dispute Resolution."

Poster presentations provide graduate level and law student presenters with a valuable opportunity to share their research and network with the ADR community. Poster presenters will be also able to register and attend the ADR Conference at no cost. Poster sessions will provide Conference participants with a "microlearning" opportunity, giving Conference participants bite-sized content, and the ability to learn outside of the longer plenary and breakout sessions.

Expectations

- Posters will be on display in during the full-day ADR Conference. Each poster will be assigned a location. We kindly ask poster presenters to stand at or near by their poster during Registration and Networking Breaks. This will allow you the opportunity to talk with participants about your poster and answer questions regarding your work. You will be able to attend all scheduled plenary and breakout sessions.
- Please arrive to set up your poster at 7:30 AM on November 1, 2019. Please remove your poster no later than 6:30 PM on November 1, 2019.
- Presenters are responsible for creating and printing their own posters. Keep content simple and provide a clear message in text that is large enough to read from a distance.
- Presenters are also responsible for providing a written component. The written component can be an outline or a more formal paper, and it should be at least five pages in length. Your written component will be included in the Conference materials for all participants, and the written component must be provided to CBA-CLE by September 30, 2019.
- Be sure to have your business cards available for those who request your contact information.

Technology

- You may use a computer if you wish to provide a live demonstration as part of your poster. Please bring your own laptop with well-charged batteries, as a power supply may not be available.
- Wireless internet connections will be available.

Submitting a Poster Proposal

1. Please submit all proposal materials in a Microsoft Word document, *not a PDF or any other format*.

2. Poster proposals require the following:

   (a) **Student Information.** Provide name, title, school/program, address, phone number, and email.

   (b) **Presentation Title and Abstract.** Provide a brief, concise statement of no more than 50 words (not counting the title) that describes your presentation.

   (c) **Presentation Learning Objectives/Goals.** Provide a brief, concise statement of no more than 50 words that describes the proposal's learning objectives and goals. A minimum of three learning objectives are required for evaluating your presentation.

   (d) **Required Presentation Equipment.** The poster size is up to the presenter, but posters must be displayed on either a table (2 ft. wide x 6 ft. long) or a standard easel. Please let CBA-CLE know what display option you choose, so that we have tables and easels available.

Program Decisions and Conference Planning

The proposal submission window has been reopened. All proposals now are due on or before Friday, May 31, 2019, at 5:00 p.m.

Once the Planning Committee makes decisions on the acceptance of poster proposals, the student will be notified electronically at the email address provided with the proposal. Presenters will receive notification of acceptance in the weeks that follow.

Proposals should be submitted via email to Bridgett Shephard (bshephard@cobar.org)

Thank you for submitting your poster proposal.

Sincerely,

13th Annual ADR Conference Planning Committee