**Project I4**

**Capstone poster guide**

At the May 22 Capstone Web Exchange you will present a poster highlighting the work you did in your school-based EC-NIC over the past year. Poster sessions are common at professional conferences and are an efficient way to share the work of many scholars in a short amount of time in a common space.

Work with your coach and EC-NIC to prepare a three-minute presentation of your poster at the SLE. You will present your work to colleagues in your project EC-NIC on Saturday May 22th.

Please see the attached PowerPoint file for poster templates.

**Accomplishments**

What do you consider as your most significant accomplishment?

**Equity Focus**

Describe the area of equity that you worked to address.

**CALL Data and Reflections**

Compare and contrast your fall and spring CALL data. What conclusions or trends did you find and what are the meanings and implications?

**Quantitative Data**

Numerical data such as how many meetings, observations, and conversations you had with your school-based EC-NIC using Project I4 tools and protocols.

**Qualitative Data**

This is your chance to share quotes (perhaps from your EC-NIC team, students, parents) or brief stories around your work. Use specific examples.

**Visual Representation of Data**

Design a graphic, chart, graph or other visual to represent some of your data. Visuals make your poster more interesting, appealing, and communicate information quickly.

**Next Steps**

How can you build on what you did this year? This could include continued professional development for your EC-NIC teachers, expansion to bring other teachers into the work, etc.

**General tips for poster sessions:**

If the poster was printed it would be 36” x 48” size. Information should be readable from 3-5 feet away.

Titles: 72-120 font

Subtitles & Section Headers: 36-72

Body Text: 24-48

Select clear, easy-to-read fonts such as: Sans-Serif, Arial Black, Tahoma, Trebuchet, Verdana, Serif, Garamond, Book Antigua, Bookman Old Style

Avoid making your poster too “text-heavy” and leave white space to increase readability. If it can be communicated with numbers, graphs or visuals, do so.

Use high-resolution images.

Avoid dark, fluorescent, or patterned backgrounds.

Prepare a short, medium, and full-length verbal summary which you can use depending on the interest level of your audience.

Point out uncertainties or challenges in your work and seek feedback from viewers.