

Poster Examples can be found on www.RetirementConnection.com/education

- The posters should be educational, not promotional. (However the posters may include logo, and contact info such as website and phone)
- Content should not reference a company or specific organization, other than the Logo and minimal promotion at the bottom, following educational content.
- The Title/ topic /subject of your poster should be very clear at the top of the poster.
- The poster content should take approximately 8-10 minutes for a reader to review and comprehend, if no supporting comments or handouts are provided
- The topics may cover a variety of topics and topics may be duplicated. Remember the target audience is case managers, nurses or social workers.
- The poster may be straight text and plain, but it looks more interesting with visuals, graphics and color if possible.
- Poster content should be submitted to Amy@RetirementConnection.com via a high resolution PDF 45 days prior to the event date. (this date is firm to allow approval time for CEU credit)
- We recommend submitting your poster a week early, so we may offer feedback or suggestions to you and help insure your poster will meet the CEU requirements prior to the deadline.
- Poster PDF content should be sent print ready and in final form, as this is the same pdf that will be submitted for CEU credit.
- The finished printed poster should be about 2ft x 3ft PORTRAIT size and self standing or bring a table top easel.
- Bring several copies of your PDF print outs to use as a giveaway / reminder of your content.

We have previously worked with Portland Badge and Sign company to print posters and they charge a flat \$75 for a sturdy poster with a wood self standing back. Let me know when you submit your poster if you want me to send it to the printer for you or if you will self print.

6 posters = 1 CEU

It should take about 1 hour to receive 1 CEU

What Case managers will do to receive CEU credit: (instructions given to them)

- 1) **Visit a poster:** read the content or have the information explained by the presenter. This should take about 8-10 minutes per poster. Feel free to ask additional questions and details.
- 2) **Receive signature:** after you have received a thorough explanation of the poster content, have the presenter sign your evaluation next to their name
- 3) **Take materials:** you may take any and all materials related to the poster to keep on file for your certification or reference. Also take any brochures & business cards for future follow-up.
- 4) **PLEASE Be honest:** we ask that you take the allocated time (about 10 minutes) to review each poster and engage with the presenters. Please do not ask for a signature without a presentation.
- 5) **Turn in your evaluation:** complete your contact details on the top of the evaluation and provide feedback. (This is a requirement by CCMC). Turn in the evaluations back at the registration table.
- 6) **Receive your CEU certificate:** from registration once 6 posters & 1 hour minimum are completed