

# 2007 CIC/SROP Conference Poster Presentation Guidelines For CIC/SROP Scholars

## INTRODUCTION

The 2007 CIC/SROP Conference offers CIC/SROP scholars an excellent opportunity to present a wide range of research from initial research ideas, works-in-progress, to more developed projects. This document includes presentation guidelines, suggestions for preparing your presentation, and links to examples and resources online.

Presenting your research ideas and efforts at the annual CIC/SROP conference advances your professional development in several ways. For example, you will:

- Obtain helpful *insights, ideas, encouragement, and feedback* to help shape your research
- Gain valuable *presentation experience* early in your career
- Extend your *professional network* beyond your immediate SROP program and home campus
- Expand your *résumé or curriculum vitae*
- Enhance your *application for graduate study*

If you have not presented research at an academic conference, the CIC/SROP Conference is a good place to begin as it provides a collegial and supportive setting.

Discuss your presentation(s) with mentors, advisors, and SROP staff as you prepare for the conference. They can provide guidance and feedback or direct you to other resources available to address your questions or concerns.

## POSTER SET UP STEW 214 & 218

Posters must be no larger than 36" wide and 44" long. Posters may be set up in STEW 214 & 218 between 11:30 and 1:00 p.m. on Friday July 27, or before 9:00 a.m. on Saturday, July 28. You will be assigned a number which will indicate where you will set up your poster in the display area. Volunteers will be available to direct you. Posters must be removed at the conclusion of the poster session on Saturday, July 28.

There will be no power supply for laptops or other electrical equipment.

## QUESTIONS TO BE ADDRESSED BY PRESENTERS:

**What** are you researching?

State the nature of the issue, topic or problem that you are studying.

Include at least 1-2 questions your research addresses and, if possible, state your formal hypotheses (tentative assumptions you are testing through your research).

*Possible headings:*

- **Purpose**
- **Objective**
- **Issue**
- **Research question**
- **Problem**
- **Hypothesis**
- **Thesis**
- **Major points**
- **Premises**

**Why** are you re-searching this topic?

Briefly explain what is known about the issue, topic or problem (background).

Also explain why you are researching it. For example, why is it important? Why does it interest you? What new information can you add with your research?

*Possible headings:*

- **Justification**
- **Rationale**
- **Motivation**
- **Significance**
- **Background**

**How** are you re-searching this topic?

Describe what you are doing and materials you are using, e.g., lab experiments designed or conducted, interviews, surveys, library research/literature review, subjects/populations studied, conditions examined, etc.

Also note theories used, developed or demonstrated.

(Address what applies to research in your field.)

*Possible headings:*

- **Methods**
- **Methodology**
- **Design**
- **Study population**
- **Research Subjects**

**4) What is the status** of your research?

Describe the status of your project, e.g., your initial observations (if any) and future directions; or describe your results and your conclusions (e.g., supporting or not supporting your hypothesis). What problems have you encountered? What have you learned? What do you hope to learn?

*Possible headings:*

- **Current status**
- **Progress toward results**
- **Results**
- **Discussion** (interpretation of results)
- **Conclusions**
- **Limitations of research**
- **Implications**

**ADVANCED QUESTIONS:** Presentations and posters for research beyond the initial stage should include most, if not all, of the following:

- Statement of the problem or issue
- Brief background or literature review (what is already known about the problem?)
- Hypotheses (what you want to test or what you think you will find). Include one to three research questions.
- Methods (what you did or plan to do)
- Results (what you found or think you will find)
- Discussion (what the results might mean)
- Significance (why is what you are testing important and what new information can it add?)

- Limitations of research
- Future research directions

## Poster Sessions

[Time TBA, Saturday, July 28, 2007]

Research posters visually transmit presenters' ideas and provide a foundation for informal discussions with a potentially broad range of conference participants. Poster session categories include:

*CIC/SROP Scholars:* Current SROP scholars *choose* to participate in the CIC/SROP conference poster sessions through the online conference registration form.

*CIC/SROP Alumni:* CIC/SROP alumni are *invited* to participate in the CIC/SROP conference poster sessions based on nominations from CIC/SROP coordinators.

At a poster session, presenters display a summary of their work (research) or work-in-progress on a large poster, generally set up in a room with other posters, where conference participants can freely circulate, read poster information, and engage in informal chats with presenters whose work interests them.

Poster sessions provide conference participants with an opportunity to access a wide range of projects in a wide range of disciplines in a convenient setting. They also offer an excellent venue for informal one-on-one discussions between presenters and conference attendees.

The process of focusing one's research in a way that makes the work accessible to a broad audience, whether at the beginning of a project, midway through a project, or at the completion of a project, is an invaluable exercise. It requires the presenter to synthesize all of the information they are learning and crystallize it into small understandable, easily displayed units. These units may include sections on: why we are interested in a subject (statement of the problem); what we already know about the subject (background or literature review); the main ideas we wish to explore (hypotheses); how we plan to explore them (methods); why the research is important (significance); what factors might make it difficult to reach a valid conclusion (limitations of research); and what other areas might be important to explore in the future (future research directions).

Going through the process of making and presenting a poster will help students communicate the importance of their ongoing or proposed research projects during the roundtable sessions in a more organized and efficient manner. The better prepared the presenters are, the more time for discussion and interaction, both critical factors in the development of good research and good researchers.

## ***Preparing Effective Posters***

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while leaving the author free to discuss points raised by viewers. *There will be no electrical supply for laptops or other equipment.* The poster session offers a more intimate forum for discussion than a slide or Power Point presentation, but discussion

becomes difficult if the author is obliged to devote most of the time explaining the poster to a succession of viewers. Remember that the time spent at each poster figure is determined by the viewer, not the author.

An effective poster is neither a page-by-page printout of a journal paper nor a slide show, but balances figures and text.

## Presentation

- Presenters must stand by their posters for at least one hour of the poster session.
  - Wear your name badge.
  - Be enthusiastic about your research.
  - Greet visitors to your poster and approach people who appear interested.
  - Introduce yourself!
- Conference participants will want to hear a brief (1-3 minutes) summary of your research and your poster.
  - Rehearse your presentation before the poster session.
  - Do not read your poster verbatim.
  - Be prepared to answer questions about your project.
  - Do not worry about having an answer for every question. Unexpected questions can point you to new directions for your research, and uncertainties can elicit feedback, insights, and helpful suggestions from others.
- A few volunteers will be available to offer tips or suggestions upon request by presenters during the poster session.
- Posters must be removed at the conclusion of the poster session. Purdue University is not be responsible for materials left on the boards after the poster session.

### *Poster Content & Preparation*

*Poster guidelines for the 2007 CIC/SROP Conference direct participants to focus on four basic questions but invite experienced presenters to consider additional questions (see page 2).*

- Posters must feature at least 4 basic sections addressing the following questions: *What* are you researching this summer? *Why* are you researching this topic? *How* are you researching this topic (methods)? What is the *status* of your research or what have you learned?
  - Information on how to address these questions and possible section-headings can be found on page 2.
  - Lay out materials in columns with section headings, lettering should be at least 1” high.
  - Print each section on a separate piece of paper and use an adhesive to mount them on a piece of lightweight poster board.
    - You may also create elements of your poster as Power Point slides that you can then print, cut, and paste on your poster.
    - A complete poster can be created in one Power Point slide if you have access to a large format printer. (For more information, see the Resources Online section, pages 7-8).

- All participants, especially SROP scholars and alumni with research presentation experience, are welcome to present posters with greater complexity than the four sections noted above. (See Advanced Questions on page 2.)
- Online resources on conference presentations, poster presentations, abstracts, and writing in specific disciplines are listed on pages 6-8.
- Posters must include a title banner.
  - Include the title of your presentation, your name and affiliation (home institution), the name of your SROP faculty mentor, and your CIC host institution:
    - Title
    - Presented by: name of SROP scholar, home institution
    - Mentor: name of SROP faculty mentor, CIC host institution
  - It may be located on your poster board or displayed separately above your poster.
- Organization and Clarity
  - Take time to carefully plan your poster.
  - The format of a poster requires attention to visual impact.
    - Focus on central points, main ideas.
    - Keep the text brief. Condense your ideas.
    - Use unembellished, legible and heavy fonts such as Helvetica or **Helvetica Bold**.
    - Black type is best, but bold or color can be used to emphasize or highlight key points.
  - Information should flow logically from one section to the next.
  - Use graphs or tables to present numerical data.
    - If a graph or image doesn't fit on one of the four panels, consider combining the first two questions (what & why) on one panel to free a space for the graphic.
- References should be included where other people's work is being represented.
  - This can be included on the poster or can be provided as a handout.
  - Use the citation form appropriate for your field of study.
- Lettering should be legible from 5-6 feet away.
  - Suggested font sizes (See examples on page 9):
    - Title: 100-144 points
    - Section headings: 72-84 points (Also presenter and mentor names and affiliations)
    - Text: 18-24 points
- Avoid unnecessary detail.
  - High-contrast, large, clear text with appropriate graphics will draw attendees to your poster.

*Space & Materials*

- Each poster must be a maximum of maximum of 3 ft. wide and 3 ft. 8 inches high. You may not exceed this space as another poster will be displayed in the space next to your poster. Be sure to leave some open space around your poster to separate the displays.
- Use a piece of poster board that is at least 28” high x 22” wide.
  - Use lightweight poster board. It will be easier to secure to the display board and easier to roll up for transporting to the conference.
  - Your poster may be displayed in portrait orientation (vertical) or landscape (horizontal).
- The poster boards where you will display your poster are made of corkboard. Pushpins will be provided to secure your poster to the board.

### *Tips*

- A poster display should be self-explanatory, freeing you for discussion.
- Number the individual panels of your poster to guide the reader.
- Consider providing a handout about your presentation for interested conference participants to take with them. Be sure to include your contact information.
- Use a spray adhesive or double-sided tape to mount elements of your poster. Using standard white glue sometimes causes bumps, bubbles, or wrinkles.
- Cardboard shipping tubes are a convenient way to carry your poster while traveling.
  - Before purchasing one, check with departments, organizations or businesses that may have mailing tubes to recycle, e.g., map collection departments.
- Enjoy the conversation about your work!

## RESOURCES ONLINE

### Conference Presentations (including posters)

*Publishing and Presenting* – The U.S. Department of Health and Human Services lists links to articles on conference posters and presentations, including how to create large-format posters using Power Point, at

<http://www.training.nih.gov/careers/careercenter/publish.html>

### Poster Presentations

*Designing Effective Poster Presentations* – The State University of New York, University at Buffalo, Arts & Sciences Library web site includes a list of readings on poster presentations at <http://ublib.buffalo.edu/libraries/asl/guides/bio/posters.html#Designing>

*Creating an Effective Poster Presentation* – The University of Kansas Medical Center offers several online tutorials on presentations at

<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

*Guidelines and Tips for Poster Presentations* – Sigma XI: The Scientific Research Society offers guidelines and tips for students preparing poster presentations for the organization's annual research conference at <http://sigmaxi.org/meetings/student/hints.shtml>

*Guidelines for Preparing Scientific Posters in the Digital Age* – SciFor Inc, The Science Forum also provides detailed guidelines for preparing poster presentations at

<http://www.scifor.com/Guidelines.htm>

*Poster Presentation of Research Work* – The University of Newcastle Chemical Engineering and Advanced Materials Department's "Presentation Skills" website includes articles and links to a variety of helpful resources, including this page on posters at

<http://lorien.ncl.ac.uk/ming/Dept/Tips/present/posters.htm>

## Writing

*Writing for Specific Fields* – The Writing Center at the University of North Carolina at Chapel Hill has several handouts on writing in art history, political science and other fields of study at <http://www.unc.edu/depts/wcweb/handouts/index.html>

## Writing Abstracts

*Abstract* – Purdue University's Online Writing Lab offers another nice brief guide to writing abstracts at <http://owl.english.purdue.edu/workshops/hypertext/reportW/abstract.html>

*Guidelines for Abstracts* – Annual St. Cloud State University Student Research Colloquium <http://www.stcloudstate.edu/src/guidelines.asp>

## Examples of Undergraduate Research Abstracts

*Science & Engineering abstracts* – Annual St. Cloud State University Student Research Colloquium 2001,

[http://www.stcloudstate.edu/src/past\\_proceedings/2001abstract/sessionC2001.asp](http://www.stcloudstate.edu/src/past_proceedings/2001abstract/sessionC2001.asp)

*Fine Arts & Humanities abstracts* – Annual St. Cloud State University Student Research Colloquium 2001,

[http://www.stcloudstate.edu/src/past\\_proceedings/2001abstract/sessionE2001.asp](http://www.stcloudstate.edu/src/past_proceedings/2001abstract/sessionE2001.asp)

*Behaviors Sciences abstracts* – Annual St. Cloud State University Student Research Colloquium 2001,

[http://www.stcloudstate.edu/src/past\\_proceedings/2001abstract/sessionG2001.asp](http://www.stcloudstate.edu/src/past_proceedings/2001abstract/sessionG2001.asp)

Helvetica

18 pt.

24 pt.

28 pt.

36 pt.

48 pt.

72 pt.

84 pt.

100 pt.