

Undergraduate Research & Creative Achievement Day 2017

Wednesday, April 26, 2017

Presentations Guidelines for Posters in the Ballroom

Displaying Your Poster

On Tuesday, April 25

Posters are to be set up between 11 a.m. and 2 p.m. on Tuesday, April 25 in the University Center Ballroom. You may have a friend post or remove materials for you.

Watch your e-mail to learn your poster number. A list will be posted on site as well. Push pins will be provided for mounting your poster. All posters must be mounted by 2 p.m. on April 25.

On April 26, the day of URCAD

You are NOT required to check in when you arrive for your poster session but please place your backpack in the Ballroom Lounge before going to your poster. Then, go directly to your poster board, put on your name tag, and start talking with visitors.

Be prepared to give a one-to-two minute “walk through” of your poster to viewers. Explain succinctly why the project was undertaken, what your results were, and the conclusions you have drawn from the results.

Removing Posters: Posters should be removed between 4 and 4:30 p.m. on April 26. You may have a friend remove your poster for you. **Do not remove your poster early**, unless it is covering another student’s poster.

Special Needs: Make sure you have confirmed with Dr. April Householder the need for electricity, special equipment, a table, or a larger space.

Creating Your Poster

Most effective, informative, interesting posters have the following in common:

- Language that is easy to understand and that is free of jargon
- Large, easy-to-read typefaces with informative subheadings
- Small “chunks” of information rather than long paragraphs of text
- Orderly, logical progression of information
- Informative summary statement or title for each element or panel

Elements of a Poster

Draft and format the information you want to present in each of these areas:

- Title/Banner (Typically shorter than your formal research project title)
- Author(s), department(s), affiliation (UMBC)
- Overview/background of the topic area
- Statement of the research question

- Definitions of technical terms, if necessary
- Methodology
- Findings/data
- Interpretation/discussion of findings
- Conclusions
- Future research suggested by findings
- Acknowledgements of individuals/organizations that contributed to this project. This typically repeats the funding acknowledgement from your URCAD abstract.

Points to Remember

- Use a font size of at least 28 points for text. Titles and subheadings should be even larger (36 to 48 point) so that they stand out.
- Make your presentation understandable to educated laymen.
- Define ALL technical terms. If certain terms are used throughout your poster, you can include a panel that lists definitions.
- Use bullets and/or boldface to highlight the most important points.
- Include a summary of the most important points, and a statement of the “take-home” message. This should be the last element or panel of the poster.
- Don’t pounce on people as they approach. Let them read and ask a question.

Planning the Poster Layout

Posters will be mounted in the Ballroom on backing with the dimensions: 3’6” tall by 3’10” wide. Students who will need a larger space should speak with Dr. Householder at once (410-455-5754, aprilh@umbc.edu). It is not necessary to fill the entire space.

Placing text in vertical columns is typically recommended, allowing a viewer to shift position after reading each column, rather than moving back and forth in front of the poster. This becomes important when several people are viewing your poster at once.

Poster Production Method

Discuss with your mentor whether you will present one full-sheet poster or mount individual pages, usually print outs of PowerPoint slides. Individual pages make it easier to make last-minute changes or corrections. Full-sheet posters are expensive to print but quick and easy to put up. In order to select the full-sheet method your mentor or department must have a way to pay for the printing.

Posters Using Individual Pages

- Try to arrange for color printing of your pages
- Place your pages in columns reading top to bottom and then left to right
- Put each page on colored backing
- Once you know the layout of your pages, number the pages to make mounting easier.
- Glue sticks and colored card stock to provide backing to your poster pages can be obtained from Devon Fick. Stop by Sherman Hall 114 and see Mr. Fick.

Posters Using Full-Sheet Printing

If you and your mentor agree on a full-size, one-sheet poster, printing can be found on campus. There will be a charge associated with this. Work with your mentor to decide on printing method, select the appropriate vendor, arrange payment, and prepare the electronic file for printing. Have all content approved by your mentor before printing. Printers on campus include:

1. Tim Ford, Biological Sciences, tford1@umbc.edu, 410-455-2257. Cost is 75 cents per inch of length. Must have authorization to charge an appropriate UMBC chartstring, no checks, cash or campus card. First come, first serve. Posters submitted by 12PM, April 15th will have a near 100% chance of being ready for URCAD. Posters submitted after 12PM, April 15th have a much lower chance of being ready and that chance decreases proportionally and rapidly after April 15th. Final deadline is 12PM, April 19th. The file should be e-mailed to Mr. Ford. Submit the file as a PDF formatted document that you have checked for any errors. Please use your name (first or last) in the file name, for example: FordURCAD.pdf. Please do not submit posters that use light colored or white text on a dark background as we cannot accommodate these color schemes during peak production times. Be sure to stick to your size limitation of **3'6" tall by 3'10" wide** (i.e., 42" x 46"). Please refer to specific printing instructions at <http://researchgraphics.umbc.edu/>
2. Joe School, Geography, school@umbc.edu, 410-455-2900. Cost is 50 cents per inch of length; can be paid by personal check to UMBC or by department transfer. E-mail file to Mr. School and schedule appointment to review in person. Best times Tuesday or Thursday mornings. Last day to request is April 20th at 12 p.m. Be sure to state your size limitation of **3'6" tall by 3'10" wide** (i.e., 42" x 46").
3. Commonvision, commonvision@umbc.edu, 410-455-1884. Files can be e-mailed or brought into the office on a CD or flash drive. Cost is calculated based on size and paper type. See online cost calculator at <http://commonvision.umbc.edu/calculator>. Payment can be via campus card, department card, or department chart string. Last day to request is Friday, April 14th at 5:00 p.m. After this date, a late fee of \$25.00 may be charged. Be sure to state your maximum size of 42" tall by 46" wide.

Additional Resources

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Dr. April Householder
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