Undergraduate Symposium Poster and Presentation Tips

Do:

- Use a shortened version of your abstract that still provides an overview of your work but minimizes text
- Use pictures to convey your results
- Put your research in context
- Avoid dark backgrounds
- Label your charts, graphs, and tables
- Avoid jargon and spell out acronyms
- Include the date and location of your research
- Use a text size that can be read on a poster and from a distance
- Ensure the fonts and spacing are used consistently throughout
- Include accurate references and acknowledgments
- Perform a spell check
- Acknowledge any limitations of the research

Don't:

- Cram in too much information.
- Design your poster without checking the dimensions.
- Use low-resolution images.

Heading examples for research based posters

- Abstract
- Introduction
- Methods
- Analysis
- Objective
- Results
- Discussion

Heading examples for scholarly based posters

- Introduction
- Objective
- Theoretical Background and Hypothesis
- Methods and Results
- Discussion
- Conclusion

PowerPoint Set-up

- **Page Size:** 34 x 44 inches.
  - Before you start to create your poster, please be sure to check that the page size is set to 34 x 44 inches. To adjust the page size, go to "Design" and "Page Setup" in PowerPoint to verify the correct page size.
- Remember, these layouts are only example templates. Other than the page size, template elements are not fixed and you can manipulate them as needed. It is only limited by your creativity!
- Your poster is a summary of your work. You don't need to include every little detail.

Logos

- Large format NAU and college logos may be found at:
  - https://nau.edu/marketing/discover-the-new-logo/
  - http://www.physics.nau.edu/PosterLogos/

Fonts

- Use traditional fonts (Arial, Times New Roman, Garamond).
- Use italics or bold for emphasis, not for all of your text.
- Avoid ALL CAPS.
- Don't use more than two fonts on your poster.
- Bulleted lists help draw attention to important points.

Item	Font Size (points)	Comments
Title	150+	Should be visible from across a room!
Headings	32+	Should be easily readable from 5 feet away
Subheadings	20+	This text is smaller than headings, but more noticeable than main text size
Main Body Text	16-18	This is a comfortable text size for someone who comes closer to read more
Captions	12-16	These can be a bit smaller than main text

Charts and Graphs

- Create charts, graphs, and tables at a size equal to or slightly greater than the size they need to be in the poster. Having to enlarge anything results in pixelation.
- Build tables in PowerPoint or import them from Word or Excel using the copy and paste function.

Images

- Resize your images to the desired size **before** inserting them into the PowerPoint file.
- We recommend saving images in a .png format rather than .jpg or other formats. Images in a .png format can be resized in PowerPoint without adverse effects on the file size or the printer efficiency. To keep photos proportionate, hold the shift key down while resizing the image.

Hints

- Use the grid lines to help keep your objects lined up.
- If you are going to use a background color or image, make sure to keep it light so that the text is legible.
- Always be sure to examine the final poster at 100% zoom. Anything lower than 100% zoom will not accurately show the text, objects, etc. in their true places.

How to Cite References

- Use a smaller font size for the references.
- For the proper way to cite references, go to: https://owl.english.purdue.edu/owl/resource/560/02/

Acknowledgements

- Remember to acknowledge any grants, internships, etc. that have helped to support your research.

Presenting a Research Poster

You've been working hard on your research, collecting, sorting, and analyzing the data. So what do you do with the findings? Maybe you'll write an article down the road or present your findings at a disciplinary conference.

By practicing how to speak about your research at the university level, you'll be ready to speak with others about your research at conferences, when you interview at other universities, or when you interview for a job. Below are some helpful tips to help prepare you to talk to others about your research.

Preparing

- Dress professionally. Business casual will help you look and feel professional.
- Practice beforehand. Become comfortable with your topic and have short answers prepared that enable you to have a conversation with attendees who stop to learn more about your work.

Welcoming Reviewers

- Smile and greet your reviewers.
- Look at the camera as this is the best way to make virtual eye contact.
- "Prepare a brief oral synopsis of the purpose, findings, and implications of your work," writes Jane E. Miller in *Preparing and Presenting Effective Research Posters.* Your synopsis (keep it to three sentences!) briefly covers three topics: What you're researching, your findings, and their significance.

Talking More about Your Research

- Keep the big picture in mind. When you're working in the lab or reading in the archives, you're focused on the small (and exciting!) parts of your research that will help you develop your conclusion based on your results. Remember that your audience doesn't have the background to be excited about the details yet! Focus on the big picture so your audience can understand the significance of your research first.
- Remember that attendees are not all experts in your field. How might you speak with a professor or colleague from another department?

Source:
University of Nebraska-Lincoln, Office of Graduate Studies. Retrieved from
https://www.unl.edu/gradstudies/current/news/presenting-research-poster