Poster Guidelines

Poster format, styles and elements vary among disciplines. However, the format described here serves as a guide for any discipline. The UGR Office workshop: *Preparing Successful Presentations* is available on the web page. The UGR Office will also come to the classroom to present this workshop, just contact us at eureca@msutexas.edu.

A good poster shows good composition and is:
- Well designed
- Uncluttered
- Legible
- Easy to read
- Straightforward

ELEMENTS

For the purpose of the Undergraduate Research and Creative Activity Forum the following elements are recommended:
- Title, author(s) & mentor(s)
- Department
- Introduction
  - Background information (existing body of knowledge) on the topic properly cited –what others have done, points of views, etc.
  - Gives the reader an outline of your project
  - Contains the rationale for the investigation and the significance of the research/creative activity (e.g. importance, existence of a gap in the body of knowledge in the discipline, impact on society, etc.)
  - Contains the central question(s) and objectives
- Methodology
  - Description of procedures or theoretical framework
- Results
  - Description of findings/outcomes using tables, figures, photos, etc.
  - Figures, tables, photos must be consecutively numbered
  - Figures, tables, photos must contain legends (captions) that describe the contents very concisely
  - Axes on graphs must have titles
  - Analysis of the results
- Discussion and conclusions
  - Insightful connections of the results/findings to the central question and objectives of the research/creative activity
  - Insightful connections of the results/findings to existing body of knowledge
  - Relevant implications
  - Unanswered questions
  - Further studies
- Literature Cited or references or bibliography
  - Keep it short. Use the most relevant
  - Use the APA style or any other style your discipline recommends
- Acknowledgements
  - Mentorship
  - Funding

To prepare the poster you may use the provided <u>PowerPoint poster template</u> available on the UGRCAF information page:

- Poster dimensions should not be bigger or smaller than 48"x 36" as they will be clipped to backer boards on easels. Designate Poster size when creating the layout.
- The UGR offers poster printing. Posters for printing may be submitted NO LATER THAN 4:00 pm the TUESDAY before the Forum. Each poster takes about 20 minutes to process.
- Contact the UGR office for Poster Printing Pricing. eureca@msutexas.edu

FORMAT
- As a general rule, the reader should be able to read all poster sections from at least 4 feet away
- Use Sans-serif fonts (Arial, Calibri are the required fonts). Avoid fancy fonts and Times New Roman.
- Good contrast, pleasing to the eyes (e.g., black and white, blue and white, maroon, black. Avoid preset online themes and large color blocks, white space is okay.
- Use 60-55 or 40- or 36-point font for the title, for headings, and 24- or 20-point font for the rest of the text—adjust fonts for captions and graphs.

DAY OF CoS/UGRCA FORUM -CLARK STUDENT CENTER ATRIUM
- Check- in at the MSU Clark Student Center Atrium at least 15-20 minutes before your scheduled presentation time on UGRCAF day and pick up your name badge and poster number. If there is an open board you may clip your poster up, but do not start presenting until your designated time.
- You are required to remain at your poster for the duration of the session time.
- Engage with your evaluators and other attendees.
- Dress Professionally- Follow guidelines from the Career Management Center on "Business Professional". NO shorts, athletic wear, "leggings as pants" shredded/distressed jeans, crop/tank, jeans. Acceptable shirts are MSU logoed Polos with nice slacks/pants/skirt, dress or suit attire. If you need professional business attire, visit the Career Management Center for a rental!
- Be Courteous to Other Presenters- You are encouraged to attend other presentations before or after your session.

Original Source and Other Useful Resources:
- [University of New Hampshire Poster Presentation Help- Sample Posters](#)
- [Ten Simple Rules for a Good Poster Presenation (NIH)](#)

- [Designin Conference Posters](#)