

## **Research Week Poster Presentation Guidelines:**

The poster sessions will take place in the Jerry Falwell Library. Poster presentations must be prepared in advance and follow the guidelines below.

### **Poster Guidelines:**

- Posters must adhere to a 36in x 48in presentation foam board. Boards may be oriented horizontally or vertically. Tri-fold boards are not acceptable.
- An easel will be provided for all participants to display their mounted posters. Please see picture for an example of the easel to be provided.
- The title of your poster should appear across the top in large letters. Please limit your poster title length. Poster titles using 60 point will stand out and be easy to read. The minimum font size should be 36 point.

Please follow the template provided. Please choose landscape orientation or portrait orientation. Graduate (landscape), Graduate (portrait), Undergraduate (landscape), or Undergraduate (portrait) templates.

- The university logo and color schemes should not be modified, but you may adjust font sizes. However, avoid using too much unreadable fine print. There should be an understandable “flow” of the poster that the audience can comprehend. You can supplement your poster with your own words or with a handout if you choose.
- You may modify the height of each section as needed.
- You may modify the titles of sections that have “and/or” by selecting the title appropriate for your discipline (e.g. “Abstract” rather than “Background”).
- Use a 24 point font or larger for the main text.
- Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible.
- Depending on your discipline, we recommend limiting the text – people will not read a lot of text and use bullets instead of paragraphs where there is text
- Your poster should cover the key points of your work. It need not attempt to include all the details; you can describe them to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion.

### **Poster Session Guidelines:**

- Poster Session is Monday, April 9<sup>th</sup>.
- Please check in and register with posters between 10am and noon in the Jerry Falwell Library. Registration will be in the Upper Atrium as you walk in the front doors.
- Please be stationed at your poster by 12:50pm and be ready to present.
- Please dress professionally and anticipate any questions you may be asked. Be prepared to give a two minute summary to your audience.
- Posters will be left up for viewing through Wednesday. All posters will be taken down by 5pm Wednesday, April 11<sup>th</sup>. You may stop by Wednesday afternoon to retrieve your project.

### **Professional Courtesy**

Presenters should remain with their posters for the entire session. Be ready to present and answer questions from judges and spectators who are attending the session.