

POSTER PRESENTATION GUIDELINES

UNDERGRADUATE RESEARCH DAY

APRIL 23, 2025

MATERIALS

Poster boards and push pins will be provided at NSU's Undergraduate Research Day: A Celebration of Scholarly and Creative Activity. An illustration of the tri-fold poster board appears below:

This side panel is approximately 24" wide and 32" tall.	This area is approximately 24" wide and 32" tall.	This side panel is approximately 24" wide and 32" tall.
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POWERPOINT FILES FOR POSTERS

When creating a PowerPoint slide of the potential poster, the following requirements must be met:

1. **All posters must be created in PowerPoint. Create your poster AS A SINGLE SLIDE (not a powerpoint slide deck).**
2. The PowerPoint slide must be the size you want printed (if you want the poster to be 40 inches wide and 30 inches tall when printed, use the "Page Setup" menu to set the poster width at 40 inches and the poster height at 30 inches). **The maximum width that can be printed is 42 inches.** The maximum height that can be printed is 42 inches, *BUT* the poster board is only 32 inches tall and does not support posters that are more than 32 inches tall very well so a maximum height of 32 inches is recommended.
3. Be sparing with the use of solid color backgrounds for the sake of ink and drying purposes.
4. Leave 1/2 inch margin around all edges.
5. The title section of the poster should include the title of the project, the student's/students' name(s), Faculty Mentor: *Faculty Name*, and the name of the college the student is representing (Business & Technology, Education, Liberal Arts, Science & Health Professions). **Each poster must also have an approved official NSU logo on it (if you do not have a logo, contact Dr. Valdez for one).**
6. PowerPoint files must be submitted as an email attachment to **Dr. Cammi Valdez**, valdez07@nsuok.edu, as part of the application process for both the Outstanding Scholar and Poster Presenter categories.

For students who are selected to present a poster, the Undergraduate Research Day Steering Committee will have posters printed at no cost to the student. Students will have to do their own trimming.

CREATING A POSTER

The following information on poster presentations is synthesized from guidelines previously published at the University of Wisconsin-LaCrosse website, <http://www.uwlax.edu/urc/researchdayguidelines.htm>. (Note: This website is no longer active).

Poster presentations are designed to relate information to the viewer without verbal explanations. Well-designed posters are appealing in their balance of visual information, e.g., pictures, graphs, tables, etc. complemented by captions, written explanations, etc. Posters should include:

- a **Title** giving the name of the project, and identifying the student author and faculty mentor
- an **Abstract**, or synopsis of the project
- an **Introduction** stating the problem to be solved, ideas described or discovered, or proofs to be established
- a **Body** presenting information using written descriptions and/or visual models with captions; this should include:
 - **Methods:** a description of how the project was done
 - **Results:** a presentation of the results that were obtained (may include tables, figures, or both)
- a **Conclusion** summarizing the work and perhaps suggesting new avenues of discovery inspired by the student's research
- a **Literature Cited** section to provide details of the published works that were discussed/described in the poster (this can be written in a smaller font to save space if need be)
- an **Acknowledgments** section to thank people who helped with the project

Place the title on top and artistically arrange the remaining information below. Titles (bold, all caps) need the largest print to be seen from at least 5' away; student's name should use somewhat smaller print; faculty mentor's should be even smaller. Do not use more than two printing fonts, and use all uppercase for headings only.

Hints: Well designed posters are appealing at first glance, inviting the viewer to investigate further to discover new knowledge and information. Be precise with the information you present by sticking to what is absolutely relevant; too much information can detract from posters. Spend some time artistically arranging your information, and please check all spelling and grammar.