**NSU Undergraduate Research Day**

**November 20, 2025**

Poster Instructions

Northeastern State University’s Annual Undergraduate Research Day will be held in the University Center Ballroom from **10:00am to 3:30pm** **Thursday, November 20, 2025**. All students who would like to be considered for participation in Undergraduate Research Day must [**submit an electronic copy**](https://docs.google.com/forms/d/e/1FAIpQLScoBIA3ygijsI40HVNpsbNd0YoThzjrlBK0aHKSApdnmfXE4Q/viewform) of their POSTER PowerPoint file by **Wednesday, October 29, 2025** using the format detailed below:

***MATERIALS***

Poster boards and push pins will be provided at NSU Undergraduate Research Day. For students who are selected to present a poster, the NSU Undergraduate Research Day Steering Committee will have posters printed at no cost to the student. *Students will have to do their own trimming.*

***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 42 inches wide and 36 inches tall when printed, use the “Page Setup” menu to set the poster width at 42 inches and the poster height at 36 inches). **The maximum width is 42 inches and the maximum height is 26 inches for NSU Undergraduate Research Day.**

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 primary presenter/researcher name, the name(s) or any co-presenters or co-researchers, 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 - valdez07@nsuok.edu).**

***CREATING A POSTER***

The following information on poster presentations is synthesized from guidelines previously published at the University of Wisconsin-LaCrosse.

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:

* **Title** - giving the name of the project, and identifying the student author and faculty mentor
* **Abstract** - synopsis of the project
* **Introduction** - stating the problem to be solved, ideas described or discovered, or proofs to be established
* **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)
* **Conclusion** - summarizing the work and perhaps suggesting new avenues of discovery inspired by the student’s research
* **Literature Cited** - 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)
* **Acknowledgments** - 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.