Poster Instructions

The expectation for each student project is a research poster or presentation. Requests for additional display equipment should be submitted to Carol Donato (carol.donato@suny.edu). Each campus may have up to 2 posters.

To assist you as you begin to organize your research poster please keep the following parameters in mind:

- The poster is to be no larger than 36" x 42". You can rotate the length/width as you like; however, the poster MUST fit into a 36" x 42" display space. Most printers can accommodate a 36" x 42" poster print job, as that is a standard size for their poster paper rolls.

- Contact a local or campus print shop to discuss how best to relay the finished project to them for printing. Most will ask that you transport the work to them via flash drive or CD some will even accept an e-mail attachment, or an upload to their web order site.

- Most will ask that your project is created in Microsoft Power Point, when setting up the document you will need to set the new document size to 36" x 42" depending again on the poster orientation.

- If you are considering something other than a poster, like a presentation that might take up additional space or need electric service, please contact Carol Donato (carol.donato@suny.edu).

Once you establish the proper protocol with your printer, please keep the following in mind: **ALL POSTERS MUST** display the **student name/names, faculty mentor name/names, SUNY campus name and the Project Title** on the poster.

Elements of a good poster are not limited to the following suggestions:
Introduction, Objectives, Materials and Methods, Results, Summary, Conclusions, Future Work.

These are suggestions for how to organize your poster. You are encouraged to work drafts of the poster through your campus faculty advisor or liaison before you submit your final piece.

Posters must be transmitted electronically AND you must bring a hard copy of the poster to the April 1, 2014 event.

a. You should provide an electronic copy in PDF to your campus liaison. The electronic format must be submitted by March 14, 2014

b. You should transport the physical version of your poster to Albany and present it to the
Registration table April 1, 2014. Once there you will be assigned a display area and you will be given push pins to affix your poster to a display board.
c. The steering committee reserves the right to disqualify any poster that varies greatly in content between the PDF and the physical printed poster. That is, students should finalize work on posters BEFORE March 15, 2014
d. The Undergraduate research/creative endeavor posters are displayed for the express purpose of enhancing the image and reputation of the University. The steering committee is responsible for making the final determination as to which posters shall be exhibited or displayed.

Here is a sample of a display board

The use of photos and graphs are nice additions to your final poster. Caution, all type and photos must be large enough to be viewed by your audience.

AUDIENCE: The audience shall consist of Elected Officials, CUNY, SUNY and Community College Administrative leaders, CUNY, SUNY and Community College faculty, fellow students and the general public.

PRESENTATION: The presentation area at the Innovative Exploration Forum: Undergraduate Research in New York State's Public Higher Education System will consist of wall/board space to hang a poster. Space for a table to hold a laptop or video monitor can be provided upon request. Any supporting items (special tables, computers, extension cords, or anything else) will NOT be provided.

DRESS: You are encouraged to dress in a business to business casual manner as you are representing your school at this event.

Finally, the links and videos below will also assist you as you begin to plan your Research poster. Please take some time now to go over some of these links.

Please note that the following links were not created for this symposium. All credit for their creation should go to the individuals or groups that created them.
SACNAS Video Presentation Tutorials and Student Examples

- Elements of a Successful Poster
- Preparing a Successful Poster
- Presenting a Successful Poster

Please see visit the SACNAS Student Resources Page to view all the new SACNAS presentations videos and access more resources to improve your presentations.

Other useful resources for designing posters:

http://ublib.buffalo.edu/libraries/asl/guides/bio/posters.html

http://www.abrcms.org/page05d.html

Finally, once you create your poster, please take care to transport it to the event, keep it dry and safe from harm. You are advised to also prepare a short, effective presentation to compliment your poster, so when the SUNY Chancellor or your State Senator ask you for an overview of your project, you are prepared to explain in greater detail your project.