Poster Presentation Guidelines
November 10-13, 2020
NSSR 2020 LIVE

Poster Presentation Requirements

- The finished size of your poster must be **30” high by 40” wide (landscape)**.
- Poster PDF uploaded directly to the OpenWater site (due no later than October 23rd).
- Five-minute video detailing your poster, uploaded directly to the OpenWater site (due no later than October 23rd).
- Optional handouts uploaded directly to the OpenWater site (due no later than October 23rd).
- All presenters must be available to chat about their posters throughout the day on Wednesday, November 11th.

Best Poster Award
Poster submissions will be judged online the week prior to the conference for the Best Poster Award, which includes a $500 cash award and a plaque presented to the winning institution. The winner will be announced during the plenary session on Tuesday, November 10th. An example of the judging sheet is provided at the end of this handout.

Past award winners may be found on our website.

Tips for Poster Preparation
Your poster is a visual presentation to show the highlights of your project and encourage discourse with your colleagues. To make it stand out and invite people for a closer look, focus on making the theme clear, the poster visually interesting, and its essence clear within the first few minutes.

Content

- Emphasize graphics, keep text to a minimum, and try to make sure each part supports the theme. The goal is to stimulate discussion.
- Keep each panel relatively short. Make sure the presentation flows in a logical sequence (Introduction, Body, and Conclusions). Remember the readers will naturally read from top to bottom, left to right.
- Define acronyms.

Design Basics

- Organization is fundamental to the layout and design. Proper spacing is important for the overall look and readability of your poster. Try dividing your poster into three or four columns and rows, and placing your materials within them.
- Choose a simple, legible font and be consistent to avoid distracting from your message.
- Consider using neutral colors or grays for your background. Use of light colors will contrast with dark text and make it easier to read.
- Be consistent with color, font, font size, and placement of poster text and graphics.
- Be sure the headlines and topic can be easily understood.
- Be creative!
More Resources on Effective Poster Presentations

*How to Create a Research Poster: Design Tips*
http://guides.nyu.edu/posters

Designing Communications for a Poster Fair
www.personal.psu.edu/drs18/postershow

Designing Effective Posters
https://gradschool.unc.edu/academics/resources/postertips.html
Poster Reviewer Worksheet  
National Symposium on Student Retention Posters

Poster Title: ________________________________________________________________

Institution: ________________________________________________________________

Presenters have been invited to create posters on both research projects and institutional programs/initiatives. Preliminary program designs and research with limited data are often shared in this format. Poster presenters are encouraged to submit a paper proposal in future years when more data is available.

**Directions:** Check the appropriate box below for each question. Do not total the scores. You may type any constructive comments in the section below, keeping in mind that we will share your review with the presenter(s). If you have specific comments for the NSSR staff, please specify.

Email this form to Brittnee Madden at csrde@ou.edu no later than Thursday, November 5th when finished. We will announce the winner during the plenary session on Tuesday, November 10th.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1-Poor</th>
<th>2-Fair</th>
<th>3-Average</th>
<th>4-Good</th>
<th>5-Excellent</th>
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<tbody>
<tr>
<td><strong>Content</strong></td>
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<td>Originality of work</td>
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<td>Significance of project to student success</td>
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<td>Poster elements support the results</td>
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<td>Conclusion is clear</td>
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<td><strong>Poster Design</strong></td>
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<td>Content is concise and logically organized</td>
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<td>Headlines can be easily understood</td>
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<td>Creative/innovative way to display data/results</td>
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<td>Effective communication with visualization</td>
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<td><strong>Oral Presentation</strong></td>
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<td>Overall content knowledge</td>
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<td>Clarity of explanation when presenting</td>
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Comments: (please print legibly)
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