Poster Presentation Guidelines
October 24-27, 2022
San Diego, California

Poster Presentation Requirements

- The finished size of your poster must be **30" high by 40" wide (landscape)**.

- You will prepare the poster in advance. We will provide the mounting materials, including the 30" x 40" foam core, at the conference.

- You will email a PDF copy of your poster to csrde@ou.edu no later than October 10, 2022.

- The CSRDE staff will be available to help you mount your finished poster to the foam core onsite on Monday and Tuesday. Specific times will be provided after the schedule has been finalized.

- All posters should be mounted and received by 2:00 pm on Tuesday, October 25th.

- All presenters should be on-hand to discuss their posters during the judging session on Tuesday afternoon, October 25th. Once the schedule is finalized, we will contact presenters with the specific time.

- All presenters must be on-hand to discuss their posters during the 75-minute Poster Session on Wednesday afternoon, October 26th. Once the schedule is finalized, we will contact presenters with the specific time.

- Chairs and tables for materials such as copies of handouts and brochures will *not* be provided.

- All posters left after the conference ends on Thursday will be discarded unless other arrangements have been made.

Best Poster Award

Poster submissions will be judged onsite Tuesday afternoon for the Best Poster Award, which includes a plaque presented to the winning institution. The winner will be announced during the CSRDE Best Practices Awards Breakfast on Wednesday, October 26th. An example of the judging sheet is provided in the back 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 at the Poster Session. 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 seen and understood from a short distance away.

- If you plan to keep your poster, laminating it will help preserve it and make it easier to remove from the foam core.

- 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 Criteria

Posters will be judged in Qualtrics using a QR code located next to each poster. The following criteria will be used to judge the posters.

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.

You may submit any constructive comments, keeping in mind that we will share your review with the presenter(s). If you have specific comments for the NSSR staff, please specify.

We will announce the winner at the Best Practices Awards Breakfast on Wednesday.

Criteria	1-Poor	2-Fair	3-Average	4-Good	5-Excellent
Content					
Originality of work					
Significance of project to student success					
Poster elements support the results					
Conclusion is clear					
Poster Design					
Content is concise and logically organized					
Headlines can be easily read from a short distance away					
Creative/innovative way to display data/results					
Effective communication with visualization					
Oral Presentation					
Overall content knowledge					
Clarity of explanation when presenting					
Ability to answer questions					