Poster Presentation Guidelines  
November 5-8, 2018  
Salt Lake City, Utah

**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 upload a PDF copy of your poster to our website before the conference. Details will be provided at a later date.
- 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 3:00 pm on Tuesday, November 6th.
- All presenters must be on-hand to discuss their posters during the 90-minute Poster Session on Thursday morning, November 8th. Once the schedule is finalized, we will contact presenters with the specific time.
- There will be two chairs next to each poster. Tables for materials such as copies of handouts and brochures will not be provided.
- All posters left after the conference ends of 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 $500 cash award and a plaque presented to the winning institution. The winner will be announced during the CSRDE Best Practices Awards Breakfast on Thursday, November 8th. An example of the judging sheet is provided in the back of this handout.

Past award winners and other examples 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 Effect Poster Presentations**

*Creating Posters in PowerPoint: Video Tutorials*
Deborah A. Sleight, Michigan State University
http://omerad.msu.edu/meded/poster_intro.html

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

*Making an Academic Poster Presentation*
https://nau.edu/undergraduate-research/poster-presentation-tips/
Poster Reviewer Worksheet  
National Symposium on Student Retention Posters

Poster Title: ____________________________________________________________

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.

Check the appropriate box below for each question. Do not total the scores. You may write 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.

Return this form to Brittnee Morton immediately after the judging session on Tuesday. We will announce the winner at the Best Practices Awards Breakfast on Thursday.

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Is the poster design visually appealing?</td>
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<tr>
<td>Can the headlines be easily read from a short distance away?</td>
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<td>Is the topic immediately clear?</td>
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<td>Is the content well-written with a logical progression of ideas?</td>
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<td>Is there appropriate use of figures, tables, and descriptive text?</td>
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<td>Do the poster elements support the results?</td>
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<td>Is the conclusion clear?</td>
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Comments:  
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