**Spring Student Symposium 2018: Poster Session Guidelines**

This handout and other resources are available at go/presenting

**Poster Sessions Schedule**

Students presenting posters and displaying works will be assigned to one of two sessions: **10:30-11:15 am** (Poster Session I) or **2:45-3:30 pm** (Poster Session II). You are expected to be near your poster or display during your assigned sessions to share your research or creative work and answer questions. Neither of these sessions is concurrent with oral presentations.

**Media Logistics for Poster Presentations and Object/Art Displays**

- You will be assigned a poster number in the program. **Please check the online version of the program at go/sym** the week of the symposium and put that number in the upper left-hand corner of your poster.

- Students displaying artworks or large objects in Bi Hall should consult with URO and Cathy Ekstrom about transportation logistics, display needs and location by March 19.

- All posters will be mounted on large poster presentation boards in the Great Hall. Please bring your final printed poster to Cathy Ekstrom’s office in Bi Hall 330 by **5 pm on Wednesday, 4/18** and then upload a digital copy in Ex Ordo or bring a copy to the CTLR in Davis Library to upload.

- All posters should be 41 x 64.5 inches in size. The maximum paper height in the plotter is 41 inches. The length can vary (paper is on a roll) but 64.5” fits well on the provided boards. Poster plotters are located in Armstrong Library and in the Wilson Multimedia Lab (LIB 220) in the Davis Library.

- Digital Media Tutors are available in the Wilson Media Lab in the Davis Library during open lab hours or by appointment. **On Monday 4/9 there will be an Illustrator workshop in the Wilson Media Lab by Educational Technology Specialist Mack Roark** (mroark@middlebury.edu) sign up to attend online at go/presenting. Instructions for creating a poster in Adobe Illustrator are available on the symposium website. Posters may also be created in other formats such as PowerPoint.

- **DO NOT WAIT UNTIL THE LAST MINUTE TO PRINT!** Posters can take hours to print if multiple people have sent them to the queue. Plotters can also have technical problems and support is limited outside of standard business hours. The costs for posters printed with the assistance of LIS staff will be covered by URO. Please note that each poster costs about $10 to print, so please limit printing to one copy per presentation.

Login information for printing:

Username: Uroprinting  Password: printme2018[ (don’t forget the bracket)

- If you are having technical difficulties plotting your poster in Davis Library, please contact Mack Roark (mroark@middlebury.edu). In Armstrong Library, Shawn O’Neil (sonei@middlebury.edu) and Cathy Ekstrom (cekstrom@middlebury.edu) are available for questions.
Suggestions for Poster Design

- Remember that proofing and printing a poster requires a large amount of time—plan and prepare accordingly!
- Remember to write for a general audience, and avoid overly-technical vocabulary.
- Your poster should include a general introduction to the project as well as some discussion of findings and conclusions.
- Be sure also to include a reference section and to cite sources appropriately (see LIS handout).
- Be as visual as possible. Consider including charts, graphs, maps, photos, etc. Less text is better.
- Do NOT link your images, as they may not print out correctly
- Arrange text in vertical columns.
- Your poster should be readable from up to 3 feet away. (See handouts for more specifics).
- Know your data well, and practice explaining various sections of your poster. (See tips below)
- Take advantage of the other handouts and resources available at this meeting and online.

Tips for Sharing Your Poster at the Symposium

- Practice a short oral “overview” of your poster.
  - 1-minute version: What you did, Why it matters
  - 5-minute version: What you did, How you did it, What you found, Why it matters.

- Be prepared to explain visuals as well as text.

- Bring a small pad of paper to write down names of participants who might want to follow up with you after the symposium. Having your number from the program on your poster easily allows people to reference you in the program, including your abstract.

- Poster presenters are also invited to attend the public speaking workshops or schedule an individual appointment with Oratory Now (oratorynow.org) to practice providing clear and succinct overviews of your research. The workshop schedule is available online.

Additional Resources for Presenters

Please visit the Symposium website to access a wide range of resources designed specifically to support Symposium presenters. These include PowerPoint support, public speaking tips and practice opportunities, designing effective maps and posters, and more. Poster presenters might wish to consider the following websites as well:

- [http://www.middlebury.edu/media/view/272689/original/usingillustrator_for_posters.pdf](http://www.middlebury.edu/media/view/272689/original/usingillustrator_for_posters.pdf) (Adobe Illustrator handout)
- [http://colinpurrington.com/tips/academic/posterdesign](http://colinpurrington.com/tips/academic/posterdesign)
- [http://www.ncsu.edu/project/posters](http://www.ncsu.edu/project/posters)
- [http://www.writing.engr.psu.edu/posters.html](http://www.writing.engr.psu.edu/posters.html)

We look forward to seeing your posters at the symposium! For general questions about the symposium, please contact [uro@middlebury.edu](mailto:uro@middlebury.edu) or visit [go/uro](http://go/uro).