

UCI UNDERGRADUATE RESEARCH SYMPOSIUM

POSTER PRESENTATION GUIDELINES

What is a Poster?

A poster is a document that summarizes and describes your research. It should provide a clear picture of your project's goals, results, conclusions, and implications.

If you are displaying a poster, it is displayed on an easel (you can request additional easels or a table instead if that better suits your presentation materials).

Posters are displayed throughout the day. Please do not remove your poster until the end of the Poster Session.

You must be available next to your poster during the Poster Session to explain and answer questions about your research. During this time, stand to the side of your display so that you do not block it.

Prepare and practice a short summary speech—no more than 3 minutes—about your project. This is an excellent networking opportunity, so speaking and interacting professionally is essential. You will receive lots of feedback and exposure as well.

Designing Your Poster

Presented posters must use a 3' or 4' (height) by 4' (width) poster board. It may be professionally mounted, or you can purchase a separate poster board at a stationery or art supply store. UROP does not provide poster boards unless purchasing presentation materials would create serious financial hardship. In that case, please contact the UROP Office for more information.

Space on a poster is limited, so pick what to present wisely. Your display should be self-explanatory and have a logical flow—viewers should be able to follow the order even if you are not present. Start with a rough draft of your design on paper, using graph paper or Post-it notes to simulate sections.

Place your title at the top of the poster and make sure that the text is large and clear. Include your name and major, and the name and department of your faculty mentor, and other co-researchers.

Incorporate appropriate graphics in your poster. Label or describe any charts, tables, figures, graphs, or photos that you use. Make sure all edges line up evenly.

Does Your Poster Communicate its Message?

Many posters look great but fail to communicate their information clearly. Ask yourself these questions when you are designing your poster.

Is your message clear? Focus on the results and their importance. Avoid exhaustive descriptions of your methods.

Is everything on your poster critical to communicating your message? Remove everything that is not vitally important. Simplify your text by using short bullet points and phrases instead of complete sentences.

Is your organization easy to follow? Most people read from top to bottom, then left to right. Consider numbering your headings to further clarify the flow of information.

Do your headings deliver real information? Good headings can summarize the main points of your poster if readers are in a hurry.

Is your text easy to read? The poster title should be at least 144-point text, and information about the student(s) and mentor(s) should be 72 point-text. Headings should be at least 36 point-text and easily readable from at least 6 feet. All other text should be at least 18 point and legible from 4 feet.

Do too many fonts clutter your poster? Do not use more than two typefaces. Instead, use bold, italic, and size to set type differently. Times New Roman, Arial, Garamond, and Verdana are suggested typefaces.

Are your colors distracting? Stick to a simple color scheme (try a couple that complement or contrast with each other, such as black or navy on white). Avoid red/green combinations, as this is the most common form of color blindness.

Are your graphics clear and easy to understand? Avoid elements—such as unnecessary background colors and vague or overly specific labels—that do not add useful information. Explanations should be within or next to figures, not referred to from elsewhere.

Does your poster have a good balance between text, graphics, and white space? Use white space consistently to emphasize separate sections and to keep the poster from becoming too cluttered and difficult to read.

Do readers have to move back and forth to read your poster? Arranging your information in columns makes the poster easy to read in crowded situations.

Can you talk about your poster without reading directly from it? Be ready to discuss details that questioners cannot read for themselves. People are interested in additional information and your interpretations.

Here are some [Examples of Undergraduate Research Posters](#).

Poster Production

You should design your poster in a computer program and have it professionally printed. Here are two options, but feel free to use any printer you choose. Regardless of where your poster is printed, check with the printer beforehand to discuss any specific requirements they might have and visit their websites.

Please note that both of these locations require you to submit your poster at **least two weeks in advance** to guarantee that it will be completed in time for the Symposium.

ImageWorks Digital Imaging Center in the School of Biological Sciences
School of Biological Sciences
2112 Natural Sciences I
(949) 824-6414
https://www.imageworks.bio.uci.edu/poster_printing/

The on-campus UPS store is another on-campus option for professional poster printing.
The UPS Store #6444
UCI Student Center, Room G203
(949) 509-9205
<http://www.theupsstorelocal.com/6444>

Presentation Resources

These Guidelines offer an overview of how to create an excellent poster and present it effectively to your audience. There are many resources with more detailed information. Here are several good ones available on the Web.

<http://betterposters.blogspot.com/>
www.ncsu.edu/project/posters
<http://blogs.lse.ac.uk/impactofsocialsciences/2018/05/11/how-to-design-an-award-winning-conference-poster/>