2023 UCI UNDERGRADUATE RESEARCH SYMPOSIUM
CELEBRATING 30 YEARS: TRADITION AND VISION

POSTER PRESENTATION GUIDELINES

What is a Poster Presentation?

A poster presentation is a way to communicate your research project in a concise and visually engaging format. It includes two elements: a poster that summarizes and describes your research, and a brief verbal explanation of the poster content.

- Create a digital poster for the UROP Engagement Hub Website
- Make arrangements to print your poster to display at the Symposium
- Prepare a 90-second explanation of your project
- Be prepared to answer questions about your project and your poster

Preparing your Poster Presentation

An effective presentation is more than just standing up and giving information. A presenter must consider how best to communicate their information to the audience.

- Watch the UROP Symposium Presentation Pitch Training for guidance. Note that the video references a 3-Minute pitch; the information is still applicable for a 90-second pitch.
- Review the Poster Presentation Rubric/Scoresheet for details on how Poster Presentations will be judged.
- Review Presenting Effectively
- Mark your calendar with important dates, deadlines, and instructions for student presenters.

UROP will provide an easel on which you will display your poster. You can request a table instead if that better suits your presentation materials. You must be available to stand next to your poster for the entire duration of one of the Poster Session in which you are presenting. Stand to the side of your display so that you do not block it and please do not remove your poster until the conclusion of your session.

When registering for Symposium, please select up to three themes that fit your project. You may also indicate if you have a conflict with a Poster Session time slot. Please make every effort to arrange your schedule to be available for the entire day.

- We realize you may have class(es) on Fridays and encourage you to discuss this unique opportunity with your professor(s) early. If you are unsure of whether you can miss class, be sure to ask. If you cannot miss class, we understand that you may need to step out of the Symposium during your class time and return when it is over.

Presenting your poster is an excellent public speaking and networking opportunity, so be sure to practice your presentation and be prepared to answer questions in a professional manner.

The top Poster Presentations from each category will win an Amazon Gift Card. You must be present at the Awards Ceremony at the end of the Symposium to win.

Designing Your Poster

The poster should provide a clear picture of your project's goals, results, conclusions, and implications. 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.

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.

Examples:

- 2022 UCI Undergraduate Research Symposium [Poster Presentations](#)
- Other Undergraduate [Research Posters](#)

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.

Poster Production – Digital and Print

You must submit a digital poster for our website and have it printed to display at Symposium.

Digital Specifications:

- 10MB in size or smaller
- Minimum of 870 pixels wide
- JPG or PNG format

You will be notified via email in late April with instructions on how to upload your digital poster to our InfoReady online application system. When uploading your poster, you can indicate whether or not you would like your Poster Presentation to be judged at the in-person Symposium.

Printing Specifications:

- Typical size for a scientific poster is 3' (height) by 4' (width) (e.g., 36" x 48").
- Highly Recommended: mounted on foam board
  - Note: If printing costs present a serious financial hardship, you may print it on paper or vinyl and attach it to blank poster boards provided by UROP. Please contact the UROP office if needed.
- Submit your poster to a printer at **least two weeks in advance** to guarantee that it will be completed in time for the Symposium.

You are free to use any printer you choose. The two options listed below provide discounts to students presenting at the Symposium. Be sure to mention UROP when placing your order. Regardless of where your poster is printed, check with the printer beforehand to discuss any specific requirements they might have and visit their websites.

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

On-campus UPS store
The UPS Store #6444
UCI Student Center, Room G203
(949) 509-9205
See website for cost and other details: https://scientificposterprinting.oncampus.me/
NOTE: UPS offers greater discounts if you can submit your poster 3 or 4 weeks in advance.

Participate in the Symposium

We strongly encourage you to attend the entire day of activities at the Undergraduate Research Symposium on Friday, May 19 from 11 am - 5 pm! In addition to presenting your poster at one of the two Poster Sessions, view the posters in the other session and network with faculty, graduate students, and your fellow presenters. Past presenters have said that they wished they had had this opportunity, so be sure to take advantage of it!

- All Poster Presenters should check-in between 10–11 am on Friday, May 19.

Other Presentation Resources

These UROP 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 you may wish to review.

http://betterposters.blogspot.com/
https://sites.google.com/ncsu.edu/effective-posters/
http://blogs.lse.ac.uk/impactofsocialsciences/2018/05/11/how-to-design-an-award-winning-conference-poster/