

GUIDELINES FOR Women's History Month Poster PRESENTATIONS AND RESPONSIBILITIES OF PRESENTERS

Thursday, February 25, 2010, 5:30 p.m. - 7:30 p.m.
ISU SUB Theater Foyer

I. Description.

The poster session will serve as a forum that allows students from Idaho State University and Pocatello high schools to showcase original, outstanding work in the area of gender studies. The goal of this event is to present the accomplishments of these unique individuals and, in such a way, encourage others to participate in undergraduate research.

II. Eligibility.

Any ISU student or *Pocatello* high school student in AP or Early College courses, is eligible to participate. Applicants must provide an abstract or a description of the project and a *letter of support by a faculty sponsor familiar with the work*. Abstracts will be reviewed for suitability of the poster topic compared to the purpose of the show.

Gender studies is defined as the study of gender identity and expression, personal and societal and how it affects all facets of life.

III. Responsibilities of Presenters.

Presenters have the following responsibilities. Failure to execute them may result in cancellation of their presentation.

1. Act professionally in representing their academic institution and unit.
2. Adhere to the set up and take down/clean up times for their type of presentation. Presenters will be notified of these times.
3. Posters must cover a space 3'x4' or less.
4. Poster boards and tacks will be supplied. Bring any other material you need for the poster display.
5. Be there during the presentation times for their format.

A. Responsibilities of Poster Presenters.

1. Posters must adhere to the poster format set forth in Section V. Guidelines to Poster Presentations.
2. The entire poster presentation, including title, cannot exceed the allotted space (36" H X 48" W).

3. Care must be exercised when taking down the poster so that the display medium is not damaged.
4. Presenters must bring writing utensils should they be needed to answer questions or to exchange information.
5. Special needs such as av equipment should be stated in the original application. It is the presenter's responsibility to contact the poster coordinator listed on page 6 and make arrangements for their needs.

V. Suggested Guidelines for Poster Presentations.

The purpose of a poster is to provide the viewer the opportunity to become acquainted with your study quickly and easily. Posters should be self-contained and self-explanatory, presenting only the "bare bones" of data in graphic, tabular, or chart form so as to pique the interest of the viewer who might then wish to stop and discuss the work in more detail.

An effective poster presentation is neither a page-by-page printout of a journal paper nor a slide show. It should be a highlighted synopsis enabling the viewer to move quickly through the analysis of the topic. Viewers will be more intrigued by crisp phrases and brief lists. Full pages of text are unlikely to be read in their entirety, and the crucial point of a presentation may be overlooked in an overabundance of words. Poster presenters **may** consider the following in developing their poster (these are not firm guidelines **but only suggestions**)

1. The total poster area, including the title, should not exceed 36" wide X 48" high. For effective use of this space, consider organizing illustrations and text using a grid plan. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving systematically down it rather than zig-zagging back and forth in front of it. Place your most significant finding at eye level immediately below the title bar, and the supporting data and/or text in lower panels.
2. Except for the title and author(s) panel, columns can be formed using poster elements printed on 11" wide paper mounted on colored poster board. You may want to group logically consistent sections or columns of the poster on backgrounds of the same color. For those individuals having access to wide inkjet printers, an attractive alternative is to print the entire poster on a single sheet. In that case, line borders should be used to separate areas.
3. A printed strip (for example, 1' X 10 ") showing the title of the presentation and the names of the authors should be affixed to the top of the display.
4. The following components are suggested: one panel for a brief statement of the problem, one panel for a brief description of the materials and methods used, three to four panels to show graphs, figures, or pictures

depicting the results, and one panel presenting the conclusions and/or recommendations.

5. An introduction which should contain the brief statement of the problem should be placed at the upper left and a conclusion at the lower right, both in large type (much greater than fontsize 16). It is rarely necessary to post a copy of the abstract.
6. Figures should be designed to be viewed from a distance and should use clear, visible graphics. Each figure should be designed so that it illustrates no more than one or two points and can be comprehended in 1 minute or less. Color can be effective if used sparingly; use saturated dark colors on white or pale backgrounds and rich, light colors on dark backgrounds.
7. The sequence of illustrations should be indicated with numbers or letters at least 1" high. Omit 'Fig' or 'Figure' since it occupies too much space.
8. Each figure or table should have a heading of one or two lines in very large type stating the "take home" message. Additional essential information should be provided below in a legend set in fontsize 16 or larger.
9. Minimize narrative. Text which would normally appear in the body (Results and Discussion) of a manuscript can be integrated in figure legends. These legends should describe not only the content of the figure but also the conclusions that are derived. Details of methodology should be brief and should be placed at the end of each legend.
10. Use separated paragraphs with unjustified (ragged right) margins. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase (all capitals) or boldface type.

Those with specific questions or concerns should contact Deb Easterly, ISU Director of Research Development, eastdebb@isu.edu or call 282-2618.