

Guidelines for Poster Presentations

SURC 2023, SUNY Maritime College

Sessions, Format, and Expectations

All poster sessions will take place in the Multi-Purpose Room of the Maritime Academic Center (MAC MPR). Students will be divided into three one-hour poster sessions, one in the morning and two in the afternoon. During your assigned poster session, you should remain by your poster to speak about your project and answer questions from anyone who passes by. Posters will remain up outside of designated times for viewing, but you are not required to stay there. In the afternoon, there are two poster sessions, but we ask that you only stand by your poster during your assigned session in order to keep the room from becoming too crowded.

Posters should be set up during the designated times noted in the schedule for each poster session (8:00-8:20 AM for the morning session, 1:20-1:40 PM for the afternoon sessions). Posters should be removed no later than the end of the time block (before lunch for the morning session, at 5 PM for the afternoon sessions), although you may remove yours earlier if you need to leave campus. Anyone is welcome to view the posters outside of the designated poster sessions.

Each student will be provided a 5-foot long table on which to place their poster. Maritime College is unable to provide easels or mounts, so you should bring a table top easel, a sturdy tri-fold, or other means to hold your poster vertical for presentation. Posters should be no larger than 36"x48", although 30"x40" is standard. If you wish to have a video, demonstration, or other supplement to your poster, you are willing to do so, as long as you provide all necessary materials and stay within your designated area. There are power outlets throughout the room on the floor and walls for your use, and some power strips and extension cords will be available for use.

General Recommendations

Preparing Posters

- Most people create their work using Microsoft PowerPoint. When setting up your document you will need to reset the document size to your desired poster size (portrait or landscape are both OK, but be mindful of page orientation).
- Prepare a poster that is informative and graphically appealing.
- Poster should include presenter name, co-authors, academic program, home university, faculty advisor(s), funding sources (if applicable), and project title.
- Poster should clearly and concisely detail the project's: topic, scope, methodology, results (evidence, source material) and conclusions (thesis, interpretations).
- You are encouraged to work drafts of the poster through your faculty advisor.

Presenting Your Poster

- Prepare a few-minute summary of your work for people who ask what your project is about (an "elevator pitch").
- Practice your presentation so that it is concise, clear, evidenced, and effectively delivered.
- Seek editorial assistance and a practice audience from peers and/or faculty advisor(s).