

Guidelines for Poster Presentations

Abstract/Proposal/Artist Statement Information and Submission

SUNY/CUNY undergraduates in all academic fields are invited to submit proposals to present their independent research and creative activity projects at the **2024 SUNY Undergraduate Research Conference (SURC)** at SUNY University at Buffalo or SUNY Suffolk Community College. A proposal is a one-paragraph summary of your project. Note the document titled, "SURC 2024 - Abstract Guidelines" for instructions for preparation of your abstract.

Following submission of your abstract, you will be informed as to whether you will be presenting a poster, oral talk, or a performance. If you are selected to present a poster:

- Research
 - A One-hour poster presentation session
- Exhibit/Performance Art (e.g., creative writing, visual art, music compositions, dance choreography, theatrical script)
 - One-hour poster presentation

Student poster presenters will spend a one-hour-long session standing next to their poster. They will speak about their research project to faculty and students and entertain questions from those who pass by. They will have a designated session and location on the floor for their poster presentation. The University at Buffalo and Suffolk Community College will provide easels, boards, and binder clips to mount their posters. Posters **MUST** fit on the 30" x 40" boards.

Preparing Posters

- Most people create their work using Microsoft PowerPoint. When setting up your document you will need to reset the document size to 30" x 40" (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.

Preparing Your Presentation

- Prepare a few-minute summary of your work for people who ask what your project is about.

- 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).

Day of the Conference

- Check the program to confirm your presentation time and location, and plan on arriving ~15 minutes early.
- Know the scheduled time of your poster presentation. Volunteers and signs will direct you to your specific location. Arrive at least 10 minutes early to set up your poster.
- On provided display board, you can set up a printed poster of up to 30" x 40".
- If during the abstract submission process, you indicated that you need a computer, you must bring your own fully charged laptop/tablet as the facility cannot provide power in the poster display area.
- Present yourself well: dress professionally, wear your name tag, turn off cell phone or personal computer (or turn off volume).
- Consider bringing a contact info sheet/card to distribute to people interested in your work, including your name, home university, academic program, email and/or phone number, title of your poster and/or abstract of your project.
- Be prepared to learn! This is an excellent opportunity to confidently share your hard work and humbly look forward to respectful questions and constructive feedback.
- Good news: Being nervous does not hurt your credibility or authority. **Have fun and enjoy!**

Guidance for students attending SURC at the University at Buffalo

- There will be four (4) distinct one-hour Poster Sessions (two in the morning and two in the afternoon) and presenters will be assigned and informed of their Session prior to arrival.
- Individual Easels (similar to this one) will be provided for each poster presentation.
- Poster Mounting Boards and Binder Clips will also be provided at each easel.
- Poster Presenters will have a firm 15-minute take down/set up window between the end of one session and the beginning of the next session. For example, Poster **Session A** runs from 9:30 – 10:30 am, and **Session B** runs from 10:45 – 11:45 am.
- Students only need to bring their poster...the rest is provided for their convenience and ease of travel.

If you have questions, please contact SURC@suny.edu