

## Guidelines for Poster Presentations

Student poster presenters will spend 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. Buffalo State 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

- All posters presentations will be located in SAMC atrium (1st floor).
- 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 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!

### *Poster Printing for Buffalo State Students Only*

*The Office of Undergraduate Research will offset the cost of color poster printing for Buffalo State students. Please see the Early Bird Special at <https://undergraduateresearch.buffalostate.edu/poster-printing>*