

Paper and Poster Guidelines
UGRS 2008
Friday, April 3rd
Marshall Student Center

Paper Guidelines

A Paper Presentation Workshop will be held by Rachele Hostetler in SVC 1037 on Thursday, March 26th at 12:45PM. Everyone presenting a paper is strongly encouraged to attend.

As a courtesy to our judges, we are providing them in advance copies of the papers that will be presented at the Symposium. **For this process to run smoothly, you must email the most updated version of your paper to Ms. Schumacher at lschumac@honors.usf.edu by 12 noon on Thursday, March 26th.** You may send it as a word document or pdf file.

If you are presenting your paper as a PowerPoint presentation, you will need to provide us with the PowerPoint version in advance of the Symposium. **We need to receive your PowerPoint presentation in person by 12 noon on Thursday, April 2nd, at the Office of Undergraduate Research with the thumb drive so that we can save it on our master thumb drive.** If you make major changes, you must arrive by 7:30AM on the morning of the Symposium so that your new presentation can be uploaded onto our master thumb drive.

As a precaution, we also ask that you bring a backup version of your presentation with you to the Symposium. It is generally a good idea to bring handouts as well.

Poster Guidelines

A Poster Presentation Workshop will be held by Dr. Johnny ElRady, in SVC 1099 on Friday March 27 at 1pm. Everyone presenting a poster is strongly encouraged to attend. Your posters can be up to 6 feet wide and 4 feet tall. This may cost as much as \$100 or more. There are also online sources that print posters, often for good prices, but they require more notice than local sources. We've created a list of printers on our website http://ur.usf.edu/content/symposium_conf/symposia.html, which should follow these guidelines. Also, please be sure your title and mentor's name are highly visible.

The Office of Undergraduate Research has rented showboards onto which you can attach your posters. When you sign in at the Symposium and get your name badge, you will receive velcro to attach your poster to the showboard. There will be a number on your name badge that will correspond to the number on your showboard; this should help you locate your place easily.

We strongly recommend you put up your poster the night before the Symposium. We are verifying the details on this and will let you know as soon as it is set up. Your poster must be up before 8:00 AM on Friday April 3, so that you can attend the welcome.

Following the welcome, you must take your place at your poster. It is mandatory that you be present to field questions from judges during the entire judging period from 9-11 AM. If you

must leave your presentation to use the restroom or attend to another personal need, you should let one of your neighbors know, and return as quickly as possible. You will have period from 8:30-8:55 and from 11-12:15 AM to view other presenters' posters.

Below are a few tips for preparing effective posters. We encourage you to attend we have handouts from Dr. El-Rady's Poster Workshop. If you'd like a copy, please email lschumac@honors.usf.edu and we can send you an electronic or stop by our office and we can give you a copy.

1. Prepare a label or banner for the top of your poster board indicating: (1) The title of your paper and (2) the authors' names. Letters on this label/banner should be at least 1" (2.5 cm) high. Do not print this information in all capital letters as it is hard to read.
2. An overall left-to-right organization facilitates easier reading of your poster by viewers.
3. All letters should be at least 1/4" (.6 cm) high, preferably in a simple, bold font and not all capitals.
4. Avoid unnecessary detail in figures, drawings, tables, and charts. It is often helpful to have captions that state the main conclusion the viewer is intended to draw from the figure, drawing, table, or chart, rather than simply naming the variables included.
5. Your poster should be self-explanatory, so that you are free to answer questions and discuss your research with interested persons.
6. Have copies of your poster available for distribution or be prepared to take names and addresses for subsequent mailings. Another option is to save your handout on a public FTP site or regular website with public access, and then make pages of stick-on labels that have the FTP or web address plus the title and authors of the poster.
7. Include proper acknowledgments – your mentor, your department, the Honors College (if applicable), the Office of Undergraduate Research (if applicable), USF. Downloadable logos can be found on ur.usf.edu. In addition, you may include the Council of Undergraduate Research (CUR) logo with the words, "USF is an institutional member of the Council of Undergraduate Research."

Afternoon Schedule

The Luncheon will follow your presentation at 12:15 PM. You are allowed to bring one guest in addition to your mentor. Be on the lookout for an evite invitation from us. Please also review the Agenda for the Day carefully.

The Awards Ceremony will follow the Keynote Speaker at 1:30 PM.

Thank you for your participation and good luck!