Planning Calendar

August 21

Submit symposium abstract to UROP

October 17

10:00 am – 11:00 am
Poster set-up

11:00 am – Noon &
Noon – 1:00 pm
Poster Presentations –
GSU Metcalf Ballroom

1:00 pm – 1:30 pm
Closing Remarks &
Awards

1:30 pm – 2:00 pm
Poster Removal

Poster Printing

For large poster production, allow at least **one week** for printing at Fed-Ex/Kinkos.

Some departments have capabilities for large poster printing, check with your mentor.

Costs

UROP will not provide materials or funds for poster production.

UROP Symposium 2014
Poster Information

Design Specifications

The total poster display area will be 4'h x 4'w, therefore your poster **must fit** within these parameters. We recommend that you try to limit your poster to 3.5'h x 3.5'w. If your poster exceeds the specified measurements, you may have difficult displaying it.
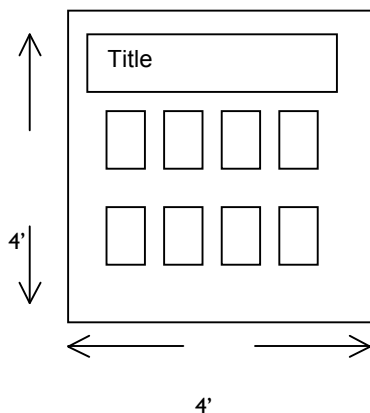
The poster display boards will provide a foamcore surface onto which you can tack your poster. UROP will have tacks available.

Possible poster formats:
- A single-sheet poster printed on a large format printer
- Two to four standard poster boards
- 8.5" x 11" PowerPoint prints with large banner title

Regardless of the format you choose, keep elements of symmetry and balance in mind. **All posters should include a project title, your name (underlined), your advisor's name and department, and an acknowledgment of funding sources**. If you are going to use the Boston University logo, please be sure it is the most up to date logo. You can find the logo here: http://www.bu.edu/brand/logo/

Limit your use of colors. It is fine to include color graphs or color photographs. Add titles like Table 1, Figure 1, for easy reference to any tables, graphs, or figures you include.

Use large, uncomplicated fonts. Print should be legible from at least three feet away. Limit the number of different print fonts that you use. Simplicity makes for better design.

Your poster is likely to include the following:

- A **title** that states the topic and overall conclusion of your work
- Your name, your mentor's name (and department), any other authors
- An **abstract** in fairly large font
- A description of **research goals and methods**
- A presentation of **results** (figure titles should be statements of conclusions)
- A summary of major **conclusions** (with bullet points)
- **Future directions** for the research
- A (short) **bibliography** or list of references
- **Acknowledgments** (citing any help you received or sources of funding)
- You may have an accompanying handout for visitors to take away

On the day of the symposium be prepared to stand next to your poster for one hour (UROP will assign your time) between 11 am - Noon or Noon – 1 pm to explain your work and to answer questions. Professional dress is recommended. Your audience will be undergraduates, graduate students, parents (it's Parents Weekend), faculty, alumni, and possibly graduate school, corporate and foundation representatives. All posters will be judged during the course of the symposium, and awards will be given for the best posters. The winners of poster awards will be announced at the Closing Remarks Ceremony at ~1 pm.