

CCSCNE 2023 – Instructions for Student Poster Setup

Displaying Undergraduate Posters

- There are **61** undergraduate posters to be displayed. Student poster display locations will be numbered, starting at **5001**. These numbers will be the same as the number of your abstract – i.e., your poster submission number. When you set up your poster, and when you arrive for the poster display session, **please ensure that your poster is at the exact poster display location marked with your poster number.**
- Your poster will be displayed at the following location: **Emerson suites/Emerson A** – please see **attached campus map. Signs will be placed at strategic locations to help you find your poster display location.** You may begin poster set up at 08:00 AM on Friday April 14th.
- Starting at 8 AM, a member of the Undergraduate Posters committee will be at this location to assist you. [If you arrive at the poster display location and don't see a member of our committee, please wait a few minutes.]

Maximum allowed poster size: 36 inches WIDE x 48 inches TALL OR 48 inches WIDE x 36 inches TALL. A poster that exceeds these dimensions **will not** be displayed. Your poster will be displayed in one of the following formats: (a) on an easel, or (b) mounted on a *portable* wall, or (c) displayed on a triangular stand, or (d) hung at suitable locations on the wall of the room itself (please see pictures below).



Easel



Portable wall



Arrangements to hang directly on the room's wall

In order to handle the fact that your poster may be required to be displayed on ANY of the above arrangements, we recommend that you bring your poster suitably mounted on a POSTER BOARD, and bring some SETUP MATERIALS with you (such as necessary pins and tapes). **It is important that you bring the necessary materials to mount your poster on any of the above arrangements with you, and be flexible as to be able to display your poster on whichever arrangement is provided for your poster.** A **LIMITED AMOUNT** of setup materials may be available onsite. However, availability of such materials **CANNOT** be guaranteed.

Local Poster Printing and Mounting

If you do not have the necessary poster setup materials with you, a limited supply MAY be available at the Ithaca College bookstore. You may also obtain these at the following location:

Staples, located at: 742 South Meadow St Suite 200 Ithaca, NY 14850	Target, located in the Shops at Ithaca Mall: 40 Catherwood Rd, Ithaca, NY 14850-1056
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Staples is about a **10-minute drive** from Ithaca College campus and Target is about a **15-minute drive**

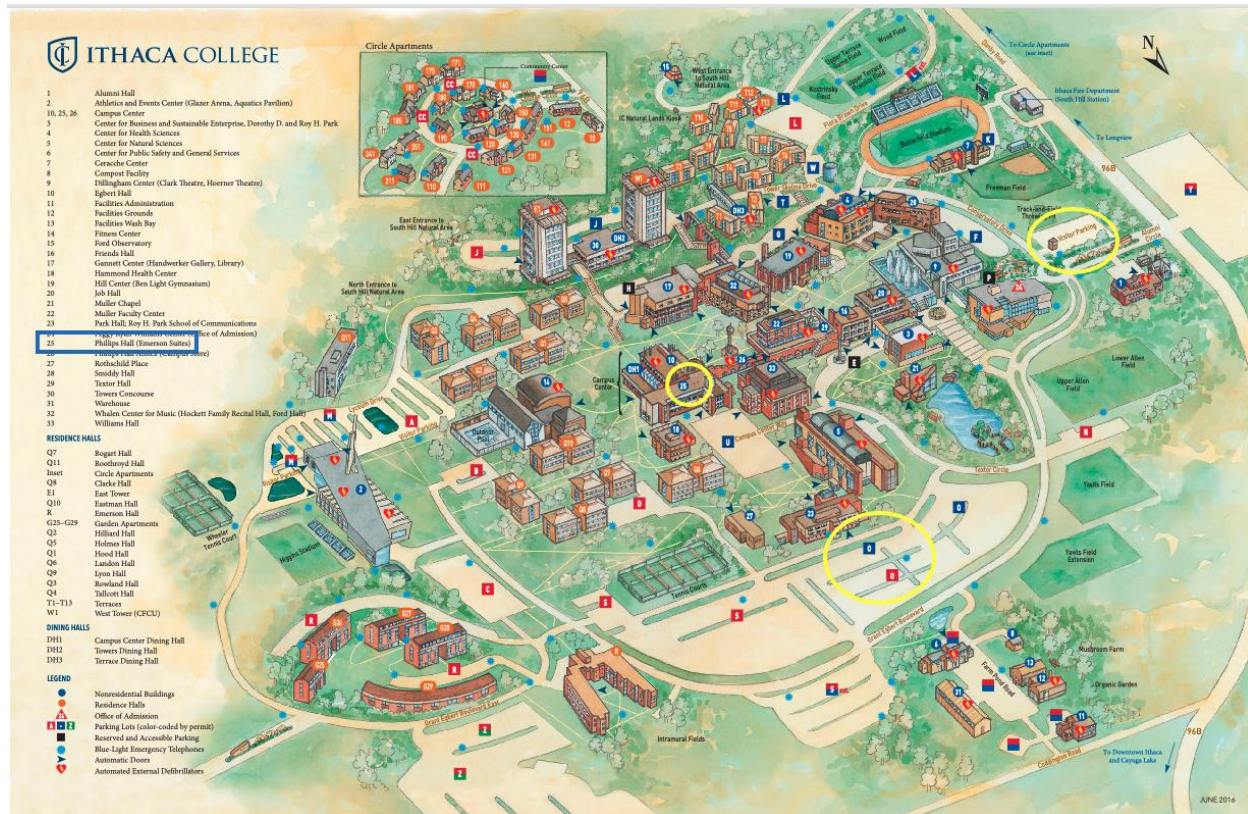
- Undergraduate posters will be presented from 5:30 PM to 7:00 PM on Friday April 14th.

General

- For authors who wish to demo their work: We will have wireless connectivity in the display area. *Power outlets will not be available. We strongly encourage you to charge the batteries on your devices fully prior to any planned demo.*
- You can connect wirelessly to the Ithaca College Guest network.
- All posters are to be taken down by faculty/students **by 8 PM on Friday, April 14**. Posters and related equipment that are not removed by this time will be discarded.

Ithaca College, Ithaca, NY campus map

Please note that the posters will be set up in the building marked with the number '25' in the map below (Phillips Hall (Emerson Suites)). The parking lot marked 'O' in the map below will be authorized for use by the conference participants on Friday, April 14, and provides the best access to the building.



Poster Preparation Suggestions

The following information is abridged from documentation found at:
<http://www.pitt.edu/~etbell/nsurg/PosterGuide.html>

A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.

- The title of your poster should appear at the top in large letters. Poster titles using a font size of 60 point will stand out and be easy to read. The minimum font size for poster titles should be 36 point. Below the title you may wish to put the author name(s) and affiliation(s).
- People will not read a lot of text, and certainly won't read standard journal-sized text. Try to use an easy-to-read font and keep the font size of important points to 24 - 40 point if possible. The smallest text on your poster should be at least 18 point.
- Studies show that text written in all capital letters is hard to follow; it is better to use bold print than all caps, though you must then make those bold-type statements stand out from the rest of your text.
- Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to tell your "story."
- Carefully and completely prepare your poster in advance of the conference. Try tacking up the poster before you leave for the meeting to see what it will look like and to make sure that you have all of the necessary pieces.

- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels, or connecting them with arrows is a standard "guidance system" (see Figure 1). Leave **some** open space in the design. An open layout is less tiring to the eye and mind.

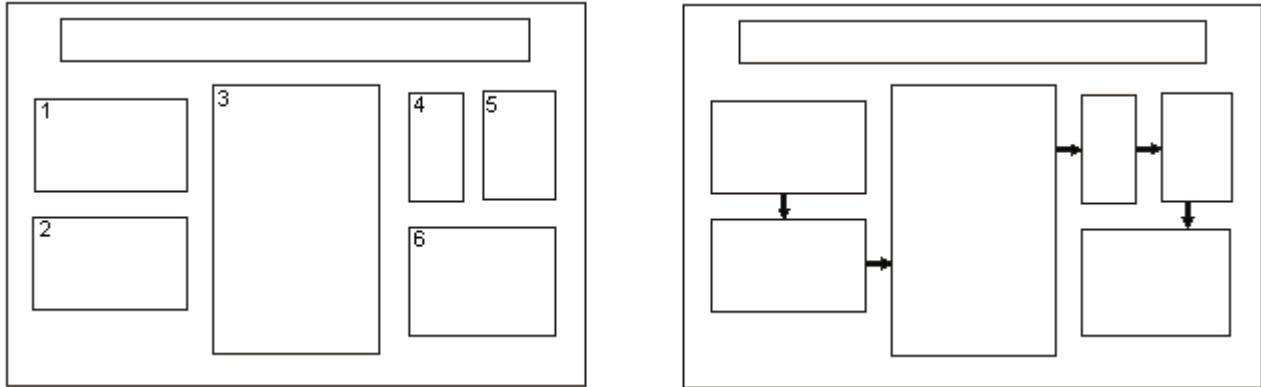


Figure 1: Conventional layouts for a poster. The long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (from: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

- You may wish to use color for highlighting and to make your poster more attractive.
- Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible. Use of color in your graphics will enhance your poster. Your art, graphics, or communications/media department may be very helpful in the preparation of your poster.
- Try to state your main result in large lettering. This allows people to read the focus of the poster from a distance.
- Many poster presentations are pre-mounted on poster or art board; white paper on black or colored stock will allow your poster to stand out and present a more finished look.
- Your poster should cover the key points of your work. It need not attempt to include all the details; you can describe them to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion.

Guidance:

- Use your available space wisely. Do not leave a lot of it blank.
- Make clear in your poster what the student(s) (not the advisor) has done.
- Summarize your results, conclusions, and future plans in the last poster panel. If your project is currently in use by anyone, say so.

Reminder: Timely collection of materials at the end of the session is your responsibility. Posters not removed by the specified time will not be saved.