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 of the SERC facility for their poster presentation. The College at Brockport will provide tables and 36” x 48” display boards (black tri-fold) and push pins to mount their posters. (Posters MUST fit on the 36” x 48” 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 36” x 48”. (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) 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 campus faculty advisor.

Websites on Poster Design

- The Basics of Poster Design by the Washington Space Grant Consortium
- How to Make a Great Poster by Dina F. Mandoli, Dept. of Biology, University of Washington
- Writing Guides/Overview of Poster Sessions by the Writing Center, Colorado State University

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 the SERC House of Fields, Main Floor.
- Know the scheduled time of your poster presentation. Volunteers and signs will direct you to your specific table 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 36” x 48” or a series of smaller printouts.
- If you decide to supplement your poster with an electronic display, 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 nametag, 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 Brockport Students Only

Brockport Student Government (BSG) will print color posters for Brockport students with a minimum 10 days advance notice. You will need a PDF file. The $10 fee for a 24” x 36” poster is due when you pick up the poster. (There is a higher fee for larger posters.) Contact BSG’s Becky Bird at rbird@brockport.edu.