

## HTCC Research Poster Presentation Guidelines

**Procedure:** At the HTCC Research Conference, all posters accepted to the conference will automatically be entered into the poster competition. The posters will be judged according to two categories: 1) Social Sciences/Humanities and 2) Life/Physical Sciences. Up to three posters in each category will be awarded prizes. Students are limited to one poster display at the conference.

**Display:** Academic posters are an effective means of conveying research to an audience. While they are similar to academic research papers in terms of the rigor of research, they differ in how the research is presented. **Please follow the instructions below in the creation of your poster:**

- The poster should be 4' wide by 3' high, although 4' by 4' is acceptable. Posters must have hard backing so that they can be readily displayed on a three-legged easel (which will be provided at the conference). Poster board materials are available at most craft supply stores and at many office supply stores. You can submit either a single panel poster, or one that has two or three panels. You may want to check with your school's printing department to see if they can provide assistance in printing or laminating your poster.
- Posters can be created either by hand or in software programs such as PowerPoint or Presentation, which can then be printed out at most reprographic shops if your college print shop does not have a large enough printer. Remember to mount the poster on a display board.
- The title of the poster, the name (or names) of the student(s) and faculty mentor(s) and the name of the college should appear at the top of the poster. The title should be a minimum of 2 inches high (144-point) and student and college name should be a minimum of 1 inch high (72point).
- The main text of the poster should be legible from a minimum distance of 3 feet using a minimum of 18-point font.
- Headings are a useful tool to delineate sections. Headings should be in 36-point font.
- The poster should not be a research paper stuck onto poster board. The poster should visually represent and interpret information, not merely retell information.
- The poster should explain both visually and verbally the relevance and/or importance of your research and should aim to catch the interest of your viewers quickly and effectively.
- The presented text should be clear and concise, explaining the purpose of the project, the research conducted, and the results and conclusions.
- Text should be kept to a minimum with most of the information being presented by means of graphics and/or visual images. This is one of the key components of any successful poster!
- Visuals include tables, charts, figures, drawings, and/or photographs.
- All visuals should be labeled with a caption that explains/interprets the content of the graphic.
- The flow of the poster's content should be visually and verbally clear. Information in one section should logically integrate with other sections. Information should be arranged in one of two ways: 1) in a manner that parallels reading, visually flowing from top to bottom and from left to right, or 2) in a centralized visual diagram, with your topic at the center of the board surrounded by four to six radiating fields offering information and interpretation.
- The overall layout of the poster should be attractive. The poster should not be cluttered with too much text or imagery. Fonts should be consistent throughout. Research has demonstrated that viewers are best able to follow consistent text fonts, so we advise a maximum of two different fonts.

- Background colors or images should complement, and not distract from the poster's topic, text, and graphics. Keep in mind what you are trying to convey with the poster.
- The poster should be free of spelling and grammatical errors.

### **HTCC Research Poster Presentation Guidelines**

- There are a number of websites that detail how academic posters should be constructed and presented. UC Irvine has a series of good suggestions for students presenting posters and oral presentation at their research conference at the following link:  
<http://www.urop.uci.edu/symposium/Symposium%20guidelines.pdf>