**Undergraduate Research & Engagement Symposium 2014**  
**Research Poster Presentation Guidelines**

**Symposium Registration:** As a reminder, in addition to submitting your poster, you need to register to present at the symposium by **March 10.** Please register for the symposium [here](http://www.luc.edu/digitalmedialab).

Students are encouraged to attend one of two research poster workshops for more information on creating a poster and presenting. All workshops will be held in Sullivan 202. Sign up [here](http://www.luc.edu/lurop) to register for February 19\(^{th}\), 2:30-4 and [here](http://www.luc.edu/lurop) for March 24\(^{th}\), 2:30-4.

**Designing your Poster**
- Use PowerPoint to create your research poster.
- Create the entire poster with only **1 PowerPoint slide.**
- Before entering information, be sure to **change the dimensions of the slide to 42” x 42”**.
  - Use **PP 2007: Design → page setup → set dimensions**
- Suggested sections include:
  - Title of Research Project
  - Names of Student Researchers and Mentors
  - Abstract: Provide a brief synopsis of the research study.
  - Introduction: Explain the purpose of the study.
  - Methods and Research Design: Describe how you conducted the research.
  - Results: Describe and explain the results from your study.
  - Discussion/Conclusion: Discuss the conclusions of your project and possible impact on future research.
  - References and Citations: Be sure to list the most relevant references and citations.
  - Images / Charts
  - Loyola Logo: Download official Loyola University Chicago logos [here](http://www.luc.edu/lurop). **This image must be included in one of the corners of your poster.**

**Preparing your Poster Presentation**
- In addition to signing up for one of the workshops mentioned in italics above, you are encouraged to check out our online resources to help you plan your poster, which you can [find here](http://www.luc.edu/lurop), just scroll down and look for the suggestions on research poster presentations. In addition, check out some of these [sample research posters](http://www.luc.edu/lurop).

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For more information, contact:
The Digital Media Lab, [http://www.luc.edu/digitalmedialab](http://www.luc.edu/digitalmedialab)
LUROP, [http://www.luc.edu/lurop](http://www.luc.edu/lurop)
Reminders & Suggestions
When creating your poster, you are highly encouraged to use:

- **A standard, easily readable font**, such as: Arial, Times New Roman, Helvetica, etc.
- Ensure that you use a **font size** that will be easy to read. Suggested font sizes are ~60pt for the title, researcher names, and institution. Subheadings should be at 30-48 pt. All body text, including figures and tables, should be around 30pt. All text should be large enough to read from several feet away.
- **Text boxes** to delineate your information and sections.
- **Color**, but only sparingly, to highlight information or to direct attention to a specific section.
- **White space**- You want to have adequate text to describe your project but enough white space to keep it readable. Remember that the poster is meant to be supplemented by you, answering questions and filling in the details.
- **High resolution images** to complement the text (charts, tables, figures, graphs, or photos). When inserting images, do not copy & paste. Instead, save the image first, and then insert it directly onto the slide.