Undergraduate Research & Engagement Symposium 2013

Community Engagement Forum Poster Guidelines

Community Engagement Forum Poster Preparation

Many Community Engagement Forum (CEF) presenters choose to prepare and print large (42"x42") academic posters to help communicate about their issue and to add visual appeal to their presentations. The Center for Experiential Learning will provide financial support for the printing of one poster per CEF presentation.

Please consider the following guidelines when preparing/printing posters:
- Create the poster using a SINGLE **PowerPoint slide**
- Before entering information, **change the dimensions of the slide to 42" x 42"**
    - PP 2007: Design → page setup → set dimensions
- Recommended poster sections include:
    - Title of community engagement project
    - Name(s) of primary student presenter(s), faculty/staff mentors, and community partners involved
    - Abstract/Summary: provides a brief synopsis of the community-engaged project, including a description of the social justice issue to which it responded
    - Introduction/Context: defines the social problem to which this project responded; explains the purpose or goals of the community-engaged project in relation to this social issue
    - Methods: describes the work that students did, and how they went about it
    - Results/Impacts: describes and explains the impacts of students' work, both on the community and on themselves
    - Discussion/Looking Forward/Get Involved: discusses the longer-range implications of the project and suggests ways that the work/partnership with the community could be carried forward by others, including CEF attendees
    - References and Citations: lists any relevant references and citations
    - NOTE: Images/charts/diagrams are often more effective ways to communicate information concisely!
    - Logos: poster creators can download official Loyola University Chicago logos at http://www.luc.edu/logo/download.shtml. *This image must be included in the bottom right corner of the poster.* Presenters should also download and use the official logos of any community-based organizations with which they partnered for this project.

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 approx. 30pt. All text should be large enough to read from several feet away.

- **Use text boxes** to delineate your information and sections.
- **Use 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 during the Forum itself.
- **Include 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. (This will help preserve its quality.)

CEF Poster Submission and Printing

To be printed in time for the symposium, all posters must be submitted no later than 5:00 PM on April 12, 2013. *Posters submitted late have no guarantee of being paid for by the Center for Experiential Learning.*

To submit a poster for printing, please follow these steps:

1. Visit MyITS at https://myits.luc.edu/posterrequest and login with your Loyola Network ID and password.

2. Enter the information as requested and upload your poster PowerPoint file.
   Please note:
   - *Poster dimensions need to be 42"x42"*
   - *Under "Payment Method", select "Account Code Transfer (Faculty and Staff Only)"*
   - *You need to pick your own poster - either at the LSC or WTC*

3. In "Payment Information", please fill out the following for the budget administrator information:

   - First Name: **Andrew**
   - Last Name: **Warne**
   - Dept/Major: **Center for Experiential Learning**
   - Address (this can be just a building/room number): **Sullivan 295**
   - City/State/Zip/Phone: **Chicago, IL 60660 x8-3886**
   - University Account Code: **xxxxxx-xxxx**
     (The Center for Experiential Learning will receive a copy of this request for approval)

4. In the **Comments** section, please include that this is for Loyola's Undergraduate Research and Engagement Symposium (URES) 2013.