

Graduate Student Association

20th Annual Research Symposium & Exhibit

Guidelines for Exhibit Presenters

Important details for ALL symposium presenters...

<i>Check-In</i>	On the day of the symposium (Tuesday, April 18, 2017), check-in will take place from 9:00 a.m. to 10:30 a.m. You do not need to bring thumbtacks – fasteners will be provided for poster presentation.
<i>Symposium Agenda</i>	Light refreshments will be provided. Please arrange to have a presenter stand in front of your poster from the time you check in until 1:00 p.m. During this time, presenters are encouraged to answer questions and distribute handouts that briefly summarize their research (1-5 pages).

For poster presentations to be fastened to a board or displayed on a table:

<i>Poster dimensions</i>	Space allotments for each poster are 3.5 ft h x 6 ft w . These dimensions include the title banner and poster.
<i>Title Banner</i>	Presenters are encouraged to construct a title banner <u>at least</u> 3 ft x 6 in and no larger than 5.5 ft x 12 in . The suggested font size is 48 point or higher. The title banner should include the following: <ol style="list-style-type: none"> 1. Title of the poster 2. Author(s) 3. VCU program / department affiliation Resources for constructing title banners and posters are listed below: <ol style="list-style-type: none"> 1. Instructional Media Workshop (recommended!) (828-1592, Tompkins-McCaw Library 2-001, by appointment) 2. Creative Services (828-1463) 3. Kinko's banner services
<i>Poster Content</i>	Suggested fonts include Times New Roman, Courier, and Arial at 20 point or greater for the following sections of the poster: <ol style="list-style-type: none"> 1. Background 2. Methods 3. Results 4. Conclusions/Discussion Graphs, figures, references, and other relevant information may also be included. Try to keep the number of pages to a minimum – no one wants to read 30 pages – 5-12 pages is usually sufficient.

For electronic presentations (students are responsible for providing their own laptops):

Powerpoint presentation should be set to “automatic” with a suggested 15 seconds for each slide. Suggested font size is **20 point** or greater and suggested fonts include **Times New Roman, Courier, and Arial**. The following sections should be included in the electronic poster presentation:

1. Background
2. Methods
3. Results
4. Conclusions/Discussion

Graphs, figures, references, and other relevant information may also be provided. Try to keep the number of slides to a minimum – no one wants to read 30 slides – 5-12 slides is usually sufficient.

Scholars Compass:

The Graduate School and University Libraries invite you to upload your research poster to the Scholars Compass. Please use this link [Scholars Compass](#); only open to Graduate Research Symposium participants who exhibit their poster. Please be reminded that you are responsible for securing permission for all authors listed on your poster before you complete the upload process.

Congratulations and we look forward to seeing you at the Research Symposium!

Please feel free to bring family, friends, and fellow students to the symposium, exhibit, and reception.

Sri Lakshmi Chalasani, Symposium Chair

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