## **Guidelines for Poster Presentations**

The following guidelines are designed to ensure the most effective presentation of student/faculty research during library hosted poster presentations.

- 1. Poster presentations should include the following content:
  - project title
  - presenter's name
  - department/institution
  - project description
  - findings
  - documentation
  - funding source
- 2. The Office of Research will provide **tables and easels** (only) suitable for the placement of posters **no larger than 40**" x 60".
- 3. The posters must be attached to foam board so they will sit on the easel.
- 4. Presenters must be in attendance during the time of the poster session to answer questions.
- 5. Please notify Suzanne Barham (x5378) if you will need electrical connections for your presentation.
- 6. It is the responsibility of presenters to make all arrangements for necessary computer or media equipment.