

Undergraduate Research & Engagement Symposium 2013

Poster Presentation & Printing Guidelines



Symposium Registration: As a reminder, in addition to submitting your poster, you need to register to present at the symposium by **March 15**. Please register for the symposium here [here](#).

Students are encouraged to attend one of three poster workshops for more information on creating a poster and presenting. All workshops will be held on a Friday, from 4-5 pm in Sullivan 290. Sign up [here](#) to register for February 15, [here](#) for March 15, and [here](#) for March 29.

Designing your Poster

- Use **PowerPoint** to create your research poster.
- Create the entire poster with only **1 PowerPoint slide**.
- Before entering information, **change the dimensions of the slide to 42" x 42"**.
 - 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 at <http://www.luc.edu/logo/download.shtml>. This image must be included in the bottom right corner of your poster.

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,

For more information, contact:

The Digital Media Lab, <http://www.luc.edu/digitalmedialab>

LURUP, <http://www.luc.edu/lurop>

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.

Poster Submission

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 LURUP.

To submit a poster to be printed, please follow these steps:

1. Visit MyITS at <https://myits.luc.edu/posterrequest> and login with your Loyola Network ID and password. Click the "*Click here to submit your poster request*" link.

2. Enter the information as requested. Select Payment Method: Account Code Transfer, then upload your poster using the "File Attachments" and "Add To My Order" links in the proceeding steps.

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. Once the poster is uploaded, click "Checkout". 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 83886**

University Account Code: **xxxxxx-xxxx**

(LURUP 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 or LURUP. Click "Review Order" then "Submit Order" to complete the submission.

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