

Guidelines for the Biology Department URAP Symposium

~ Friday, April 14th 2023 ~
2pm – 5pm

Posters: Bartram/Carr Courtyard from 2 - 4 pm

Oral presentations: Carr 222 from 4 to 5 pm

Poster Presentations

Requirements for poster presentations

- Posters can be oriented horizontally or vertically, but horizontal is preferred.
- Maximum Dimensions: 4 feet by 3 feet
- Please make sure that you arrive to hang your poster in the Bartram/Carr courtyard **no later than 1pm on Friday, April 14th.**

Suggestions for poster presenters

Formatting your poster

- Minimize the amount of text on your poster and use bullet points where possible.
- Make sure that your font is big enough to read (approximately 32-40 pt size font is usually good for poster text, depending on the font).
- Include graphics to make your poster exciting to look at! Consider including pictures of your study organism(s), photographs of your results, maps, charts, and/or graphs with descriptive and informative figure captions or legends.
- Generally, scientific posters include:
 - o Introduction/Background context for the study
 - o Research question(s)
 - o *Brief* methods
 - o Results
 - o Conclusions (What have you learned from this research?)
 - o Next steps in the research
- Microsoft PowerPoint or Adobe Illustrator are both good programs to use to design your poster (ensure you create a template with the correct dimensions).
- Posters can be printed at several locations on campus including the Architecture building, and Smathers and Marston libraries. The cost is around \$11 and will be charged directly to your Bursar account.

Presenting your poster

- Means of hanging your poster will be provided.
- **You are expected to stand next to your poster from 2pm-4pm. The oral presentations will be held between 4-5 pm in Carr 222** (you should attend these if you are able to). Judges will be coming to view your poster along with members of the department, including graduate students and faculty members. The best poster will receive a small prize to be announced on April 21st by email.
- You should prepare a BRIEF summary of your poster, no longer than 2-3 minutes. This summary should focus on why the research is significant, what you tested, and what your

results and conclusions are. When people walk up to your poster, offer to tell them about it. They will either accept, or ask to read the poster and then chat.

Oral Presentations

Requirements for oral presentations

- Talks should be 10-12 minutes long. You may *not* exceed 12 minutes! This is followed by 1-2 minutes of questions (total 15 minutes per presentation).
- If time allows, there will be a short question and answer period after your talk.
- Slides for your talk should be created in PowerPoint. We also strongly recommend saving a copy of your talk as a PDF file as a back up.
- **Please arrive at 3:15 pm to 222 Bartram to upload your presentation**, so that everything will be ready for when the people that are coming upstairs from the posters arrive.
- Please **bring your talk on a flash/USB drive**. All talks will be uploaded to a single computer prior to the beginning of the symposium.

Suggestions for speakers

- Make sure to practice your talk beforehand and get feedback from your mentors and peers!!!
- Arrive at 1:30pm to ensure you have plenty of time to upload your presentation to the laptop connected to the projector. You should also plan on going to the poster session, which starts at 2pm.
- **As a back-up, you may e-mail your presentation to us at urapsymposium@gmail.com no later than Wednesday, April 12th at noon.** We will upload it for you, but you should still arrive at 1:30pm to make sure it is correctly uploaded.
- We also strongly recommend saving a copy of your talk as a PDF file as a backup and e-mailing it to us (by noon on April 10th) or bringing it with you on a flash/USB drive. (The PDF format can help protect against formatting issues between PCs and Macs).

Formatting your presentation

- You will be presenting to a broad audience, but mostly people who are familiar with the scientific process. You should minimize jargon that is specific to your field of research.
- Generally, scientific talks include slides on:
 - o Introduction/Background context for the study (1-3 slides)
 - o Research question(s) (1 slide)
 - o Methods (1-2 slides)
 - o Results (2-3 slides)
 - o Conclusions (What have you learned from this research?) (1-2 slides)
 - o Next steps in the research (1 slide)
- Judges will be attending your talk and the winner of the best talk will receive a small prize and will be announced at 5pm.

Need Help?

If you have any questions or concerns, please contact the URAP Committee at urapsymposium@gmail.com and we will be happy to help you!