

Chicago International Conference on Education: Guidelines for Poster Preparation

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Deadline and format

- Final copy of the POSTER slides, as a PDF file with 1 slide per page, is due by February 28, 2015. The poster slides may range from 6 to 20. Posters with more than 20 slides will not be penalized, but it is strongly recommended to stay within the mentioned range. Presenters must submit a final poster abstract, which should be (i) in PDF format, (ii) no more than 3 pages long, and (iii) typeset in two-column pages. The slides and abstract will be made available online via chicagoice.org.
- If the presenter decides to he/she can print the entire poster on one entire sheet and bring the single poster to mount. If this is how it is done, the poster must be printed prior to coming into the conference and ready to be mounted.
- Limit the text to about one-fourth of the poster space, and use “visuals” (graphs, photographs, schematics, maps, etc.) to tell your “story.”
- Please submit, the final version of your poster to info@chicagoice.org.

General aim

- A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.

Design and layout specifications

- The entire poster must be mounted on a 40" x 60" board (provided by us at the conference). The poster does not necessarily have to fill the entire working area.
- The board must be oriented in the “landscape” position (long dimension is horizontal).
- A banner displaying your poster title, name, and department (or class, if appropriate) should be positioned at top-center of the board (see Figure 1).
- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels, or connecting them with arrows, is a standard “guidance system” (see Figure 1).
- Leave some open space in the design. An open layout is less tiring to the eye and mind.
- The poster may be printed and brought as a whole and mounted upon arrival.
- Spacing is still important for the viewer to understand the presentation.

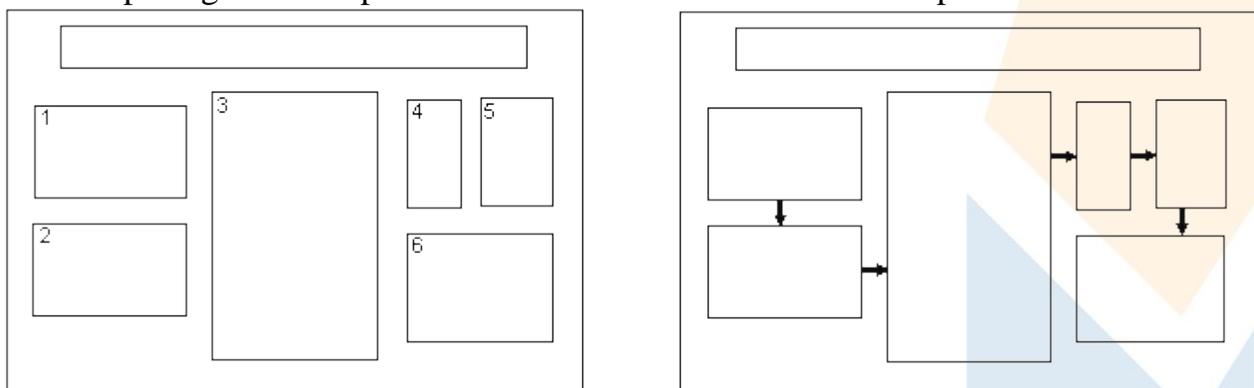


Figure 1: Conventional layouts for a poster. Long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (from: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

Lettering

- Word-process all text (including captions). Print on plain white paper with a laser printer or inkjet printer.
- Text should be readable from five feet away. Use a *minimum* font size of 18 points.
- Lettering for the title should be large (at least 70-point font). Use all capital letters for the title.

Visuals

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table form, **KEEP IT SIMPLE**.
- Visuals should be simple and bold. Leave out or remove any unnecessary details.
- Make sure that any visual can “stand alone” (i.e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.).
- Use color to enhance comprehension, not to decorate the poster. Neatly coloring black-line illustrations with colored pencils is entirely acceptable.
- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text. Each visual should have a *brief* title (for example: Figure 1- Location of study area).
- All visuals should be printed prior to the conference and brought by the presenters to be put on the board.

Text

1. Purpose of study
2. Research Questions / hypotheses
3. Methods / procedures
4. Findings
5. Discussion of findings
6. Implications
7. Recommendations for future studies

8. Selected references (Cite and reference any sources of information other than your own, just as you would do with a research paper. Use APA style for your references, which should be placed at the end of the poster under the title “References Cited.”)

What conference will provide

- The conference will provide the following:
 - A table, a chair, Poster Easel/Board (4 feet by 8 feet), adhesive/pins for mounting presentation pages, 22 inch by 28 inch board on which the presenters can stand
 - Authors can arrange posters as A4/letter size copies of PPT slides, two 2'x4' posters, etc.
 - The conference will provide 220V power outlets, etc.
 - The Swissotel is host to a FedEx Print Station that will be available at the time of the conference for the needs of the poster presenters at their own cost, but YOU MUST BRING THE HARD COPY OF YOUR PRESENTATION, as well as any additional copies you desire.

Miscellaneous Suggestions

- **SIMPLICITY IS THE KEY.** Keep to the point, and do not try to cover too much. Present only enough data to support your conclusions. On the other hand, make sure that you present sufficient data to support your conclusions.
- When you begin to make the pages for your poster, first create a list of the visuals that you would use if you were describing your project with *only the visuals*. Write the text *after* you have created the list of visuals.
- Before the poster session, rehearse a brief summary of your project. Many viewers will be in a hurry and will want a quick “guided tour” of your poster. Don’t be afraid to point out uncertainties in your work; this is where you may get useful feedback.
- It is the responsibility of the presenters to prepare their presentations before arriving at the conference venue and to bring hard copies of the pages to be placed on the poster board, which we, Chicago ICE, will provide.