Checklist Guide for Poster Preparation

Layout

- Use the template to set up your layout. The template can be found at the link below.
  - https://sites.google.com/site/ubbclsgenomeannotation/educational-resources
  - Columns: top to bottom, left to right
  - Template size is set by Design/Slide size/Custom size: 48X36 inches
- Use the same font size and type for all sections.
  - **28 point font, Arial Narrow,** for **body text**
  - **30 point font, Arial Narrow,** for **section headers**
- Check grammar.
- Check spelling.

Title

- An appropriate length is 6-12 words.
- Font size should be readable from 3-5 feet away
  - Use a **78 point font, Trebuchet MS**.
- The title should be descriptive of the project.
- Include your beginning and ending DNA coordinates in the title.
- An NSF logo should be included in all posters, in the upper right hand corner.
- You may add a logo or image for your school adjacent to that.

Authors and Affiliation

- Use a **48 point font, Trebuchet MS**, for author names.
- Use a **36 point font, Trebuchet MS**, for authors' affiliation (your school).
- Include all authors who have made a significant contribution (students and supervising teacher).
- Multiple student contributors can be listed alphabetically, or in the order of their relative contribution.
  - If multiple students contributed the same effort, then indicate with an asterisk * and list alphabetically.
  - Add a foot note, e.g., * indicates the same effort
  - You will acknowledge other significant contributors to the project (e.g. Dr. Rama Dey-Rao, Dr. Stephen Koury) in the acknowledgements section.
- The supervising author (teacher) should be listed last, as the senior author.

The Abstract should be about 300-400 words.

- The abstract is like a miniature version of your poster.
- Your abstract should contain the following sections: Background, Objectives, Methods, Results, Conclusion.

The abstract should address the following questions:

- Is the research question presented clearly?
- Are investigation methods understandable?
- Are the results summarized in an easily understandable manner?
- Is your abstract detailed enough to understand the purpose and findings of your study?

The Introduction should be 3 paragraphs long.

- The first paragraph of your introduction should contain background information on the importance of this research question or educational approach.
- The second paragraph of your introduction should describe previous work done and, more importantly, describe what is NOT known.
- Include a **map of your gene neighborhood** to show the area you are investigating.
- The last paragraph of the introduction should summarize the current study.
- Throughout your introduction, all specific statements of fact, not from your own work, have to be accompanied by a **reference** to the source of that information, using the format for a single author (Author last name, year), or multiple authors (First author last name et al., Year).
- For example, "*Kytococcus sedentarius* is a well-recognized contributor to human foot odor (James et al., 2013)."
- Students should be putting these facts into **their own words** so that they understand and are comfortable presenting.
- When citing previous work, make sure that the students are not copying any statement word for word from that source.
    - You may want to search any suspiciously technical sentences by using quotes in Google.
    - Reinforce concepts of originality, plagiarism, and correct scholarly acknowledgement as needed.

Materials and Methods

The Materials and Methods section will be provided to you as a table, summarizing the modules used and the information derived from each module.

Results

Your Results section will summarize the findings of your research, using images captured from your online lab notebooks. You can add an arrow or a box to highlight specific areas of interest in complex figures. A figure legend, accompanying each figure, will summarize the significance of each finding.

Figures

- Select images that clearly demonstrate results of interest.
    - Avoid unnecessary or redundant data.
- If you choose to put **multiple images** into a single figure, make sure that they are arranged neatly in a composite.
    - Each panel of a multi-figure composite should have a capital letter in the upper left hand corner, so that you can describe each panel specifically in the figure legend.
        - For example, 'Panel A shows the probable localization of this protein to the cytoplasm."
- You can add arrows or boxes to highlight regions in a complex figure.
- Make sure that the resolution of each image is sufficient to see necessary detail.

Table(s)

- You may choose to summarize the results from multiple gene targets in one table.
- Your table should include headings so that it is easily understandable.

Figure Legends

All of your images and tables should have figure legends accompanying them. The figure legends should address the following:

- The legends should describe all essential details of the entire figure.
- If you have added arrows or boxes to highlight specific data, make sure that the legends explain their significance.

Conclusions

- The conclusions should accurately summarize the data, without overstating or understating the significance of the results.
- For multiple gene targets, it is usually most convenient to summarize your results in the form of a table. See poster template for example.
- You can add bullet points summarizing additional specific points of interest.

References

- All references that were cited in the introduction should be listed here.
- References should be formatted consistently in a scientific journal style.
- For example:
    - James et al., 2013. Microbiological and biochemical origins of human foot malodour. Flavour and Fragrance Journal 28(4):231-237.

Acknowledgements

- You should acknowledge all other significant contributors to the project (e.g. Dr. Rama Dey-Rao, Dr. Stephen Koury) in the acknowledgements section.
- Please include the following statement:
  "This work was supported by the National Science Foundation ITEST Strategies Award Number 1311902".

Oral Presentation

- Can the student describe the research question?
- Can the student describe why this project was performed?
- Can the student describe each portion of this study and how the data was obtained?
- Can the student describe the potential significance of this data?
- Could the student answer questions clearly?

Poster Presentation Session

- The Poster Session is your chance to shine and present your hard work, in a conversational setting.
- The poster presentations will be divided into two sessions, with alternating presenters.
- **Faculty judges** will be assigned to evaluate posters for quality of work and presentation.
- **High school participants** will also be assigned three (3) posters of the alternate session to evaluate.
- The evaluations will be used to acknowledge **outstanding posters and presenters**.
- All genome annotation students will receive a certificate of participation.

Poster Presentation: Best Practices for Students

- Practice presenting your poster before the formal session, so that you are relaxed and comfortable answering questions about your work.
- Professional appearance: Be engaging and enthusiastic.
- Stand by your poster for your entire assigned time period.
- Acknowledge all people who approach your poster in a welcoming manner.
    - Introduce yourself.
    - Ask them if they would like you to take them through your work.
    - If they prefer to read it first, let them know that you will be happy to answer any of their questions when they are ready.
    - Stand by in case they have any questions, but don't block your poster.
- If more people come to your poster in the middle of your presentation, acknowledge them with a nod, and include them in the dialogue as well.
- Be 100% present and welcoming at all times.
    - During the poster session, your primary interactions should be with the attendees at your poster.
    - No cell phones, hand-held devices or other distractions!
    - No cliquey circles that might discourage people from approaching you
- There may be times when no one is at your poster. This is normal!
    - Wait patiently with a pleasant and welcoming demeanor.
    - We will do our best to keep you busy presenting the whole time.
    - Don't drift away from your poster…
- No one expects you to know it all.
    - If someone asks you a question that you can't answer, simply acknowledge that you don't know. That's totally ok.
    - Don't get nervous and invent possible answers with no supporting proof.

  Here are some examples of good ways to admit you honestly just don't know:
        - "That's an interesting question. I never thought of that."
        - "We didn't have the time to get to that module, but that would be interesting to investigate".
- Relax and enjoy presenting the results of your hard work! You have earned it.