POINTER PREPARATION & PRESENTATION INSTRUCTIONS
BIO 205 Introduction to Research & Scientific Literature

Deadlines and General Instruction:

Poster Title: Submit via Google Form by **Friday November 22nd by 1pm**:

Be sure you are logged into your Campbell email or you will not be able to complete the form.

Note: What you submit will be used directly to make the booklet so if you type in the information incorrectly, those errors will be printed in the final program booklet.

Posters must be up at least 30 minutes before the beginning of our exam time. **At the end of the poster session, you will take down your poster and place it in the designated location.** Posters can be picked up after final grades are submitted or next semester.

General Guidelines:

Your poster should be clear, concise, and logical. Minimize the use of text; maximize use of graphs, diagrams, and bulleted or outlined points.

Prepare a short presentation (≤ 3 min), but design it to be flexible. When preparing your presentation, keep in mind your audience (primarily science faculty and undergraduate students). You should be able to explain the material accurately to a general science audience, but be sure you can also clearly explain (and understand) all technical terms. Preparing a simple diagram to explain the system and pertinent background can be an effective way to communicate this information to a wide audience.

**Presentation of a poster should focus on the data.** If you are not constantly referring to and explaining what is displayed on your poster, you have not prepared an appropriate presentation of the poster.

Even though scientific writing is systematic and does not leave as much room for creative license as some forms of writing, there still is a certain amount of creativity that goes into the thought process and presentation of the work. Even in a standard framework there is leeway for many differences. Be logical and organized, but display the material in a way that will be interesting and provide contrast. Think about what you are presenting and, if we have not required you to do something in a specific way, you can make choices about how you want to present the material…but choose wisely! Keep in mind the points you wish to make and how to help your audience best understand the material.

At first, preparing the poster may seem overwhelming. As you take each step in the preparation, the next will become clearer. Be sure you understand your article before starting to construct your poster, so you do not go off on tangents that will waste time or that may ultimately cause you to lose points because your poster is not internally consistent. On the other hand, do not wait until the last minute to begin assembling your materials on your poster. Being well prepared, especially by understanding your article, will minimize the stress and will give you the necessary time to think about the best way to present the material.

Review your notes & handout(s) from class for additional tips about presentation methods.
**Poster Presentation Schedule:**

Approximate schedule of poster session:

- First 5 minutes for preliminaries & instructions
- 1 hr, 15 min – odd numbered posters present
- 5 minutes for change-over
- 1 hr, 15 min – even numbered posters present
- 10 minutes for wrap up

You must attend for the *entire* exam period.

Prepare a short presentation, but be flexible because individuals may come and go.

Poster numbers and which posters you will critique will be assigned by your instructor.

Everyone will critique 2 other posters during the time they are not presenting. You must *select a presenter who is not in your class section*. Your critique must be thorough and is a part of your grade, not of the person you are reviewing.

Please note that we will be inviting any faculty that would like to join us. Typical of most presentations, you cannot be sure who may attend and what questions they may ask. Be prepared.

Refreshments will be provided during the poster session. Posters will be displayed in the hallways and adjacent classrooms on the second floor of the Science Building.

**Adapting your paper for a poster:**

Your poster will be based on Article #3. You will adapt from the paper what you need for the poster: you will need to make modifications that make the material appropriate for a poster presentation. How to do this will be discussed in class. Use your own words as much as possible. Allowable exceptions are indicated below.

Choose a point you want to get across from the paper. This will be the focus of your entire poster. It may be a subset of the article’s purpose (or the entire purpose). Based on this, choose what you will present from the paper, i.e. typically you will not present all of the data from the paper.

You can use graphs directly from Article #3 or make modifications (i.e. only of presentation, **not content: do not remove data or statistics**). Check all modifications with your instructor. All figures must come from Article #3 unless for use in the Methods or the Introduction and then should be approved by your instructor.

You will want to copy the figures/tables, which you intend to use, from the pdf or html version of your article. Care must be taken when handling figures or they may not work properly when they are printed in the final version. Be sure to paste anything you copy as a *Device independent bitmap* or a *Picture (enhanced metafile)*. To copy what you need, you can use a snapshot tool. We have found that Adobe Acrobat works well for this, but do not use the Powerpoint crop tool to select a portion of your figure. We have found that this tool does not work properly and the problem is not obvious until the poster is printed.
Sections of the Poster:

Poster Number: Available from your instructor or on Dr. Guzman’s website

Your poster number must appear legibly, but small in the top right-hand corner (~16-20 font size). Be sure to leave at least a 1” margin around your entire poster since the margin will not print. A larger laminated number will be on the wall to show you were to hang your poster and for visitors to find the location of your poster.

Headline:

Across the top prepare a headline that includes: title (original title of article or modified to reflect your coverage of the paper), your name and affiliation (i.e. Campbell University, department, major/curriculum). Below this in smaller print write: “Adapted from…” and the full citation of the article used.

Abstract:

You can use the exact wording of the original abstract or extract portions and rephrase depending on if it fits with the purpose and content of your poster. The abstract can be no longer than 200 words or you will need to trim it. The Abstract, Title and data (i.e. tables &/or figures without their legends) are the only portions of the paper that can be extracted for use in your poster. All other text in the remainder of the poster must be your own words or it will be considered plagiarism.

Introduction:

Should include:

- Hypothesis (or goal, purpose, question)
- Brief background
- Significance of the research

As previously, you should include the broad and specific significance.

Remember: if the sentence starts with any of the following phrases or similar phrases, it is not defining the significance of the work:

- The significance of the research was to test…
- The significance of the research was that they found…

You may want to use subtitles for these points or make them separate sections.

Materials & Methods:

As much as possible illustrate the methods with pictures, flow charts, tables or another type of illustration. Limit the experimental detail presented, but include sufficient information for the viewer to understand how the work was performed. Be prepared to answer questions about how the work was performed.

Data section:

This section contains figures, graphs, tables or other type of descriptive data from your paper. Adapt data for a poster format as appropriate. For example:

- Cover up areas not needed (e.g. figure legend) or extract only the portion you need.
- Touch up fuzzy lettering, add color, &/or add symbols, as appropriate.
- Add a short title. Add a very short statement of observations, but only if necessary.
- Do not remove data or statistics or you will receive a heavy deduction!!!

Unlike the other sections, do not use “Data Section” as a heading. No heading is necessary since the focus of this section is intuitive.

Conclusions:

contained in a short statement or bullets.

The conclusions only address what is in the poster, so be sure all points made in the conclusions are actually in your poster.
**Pocket Folder Contents:**

At the final exam, a pocket folder will be provided for you to place near your poster (details will be given at the exam). In the pocket folder, you will place copies of your Mini Review, of Article #3 (on which the poster is based), and copies of your resume. Follow the specific instructions provided by your instructor regarding the content of your Mini Review and resume.

If you included any content on your poster that does not come from Article #3 (e.g. images or background statistics such as prevalence of a disease) you must cite the sources to prevent plagiarism and copyright infringement concerns. Check with your instructor to determine if you should include this at the end of your Mini Review References section or on a separate sheet that will go in the pocket folder. Your instructor may also decide you should attach your Additional Sources to the outside of the pocket folder. If included in the Mini Review, it should appear as a separate section at the end entitled: Additional Sources for the Poster. Follow APA format for referencing images and other sources outside of Article #3 and indicate in what section of your poster the material is located. If necessary, include a short description of the item(s). Samples and further guidance regarding APA format can be found at the Purdue Online Writing Lab (a link can be found on the BIOL 205 LibGuide page [http://guides.lib.campbell.edu/bio205](http://guides.lib.campbell.edu/bio205) or at the University of Maryland ([https://sites.umgc.edu/library/libhow/apa_examples.cfm](https://sites.umgc.edu/library/libhow/apa_examples.cfm)).

Here are two examples of what you might include on your sheet:


**Sizing & Printing:**

The final poster size will be 36”x 50” and must be oriented for portrait layout, not landscape. You will set this up as a single slide in PowerPoint and insert the items you select into that slide. Although background color can be appealing, do not add background color to the entire poster or to blocks of content. Also, excessive color and dark colors will not be accepted. The reason for these restrictions are excessive ink costs and problems with smearing.

If your poster is in its nearly final form by November 25th (see your instructor in case this date is modified for your section), your instructor will print a midi-sized draft on the poster printer. Since printers vary, you should take advantage of this opportunity to catch potential problems! Points will be deducted if problems are observed in the final printing since such problems can be caught by doing the draft printout.

Lettering & illustrations should be of sufficient size to be clearly read from several feet away.

For final printing, your poster file must be submitted on the last day of class (or other date if specified by your instructor). Submit your final Powerpoint file on a USB storage device. **The file must be named with your name as follows:** LastNameFirstNameIRSL (e.g. SmithSharonIRSL). An instructor will print the poster for you and lay it in a location that will be specified (typically Rm 213). **Note: Any posters that are personally-printed will receive a grade of zero.** You will mount the poster on the wall the morning of the poster session or the evening before. The poster must be up at least 30 minutes before exam time.

Mounting the poster: push pins, tape, or other adhesive will be provided as appropriate. **DO NOT** use your own adhesive!
**Grading & Attendance:**

Your poster grade will be based on turning in materials associated with your poster as specified and on time, your resume, your oral presentation of the poster, your instructor’s reviews of your completed poster, and your peer-reviews (see evaluation sheets for more information). You must also submit a copy of your poster to Turnitin.com through Blackboard. Your instructor will provide more details including what format to submit the file.

Attendance at the poster session is mandatory. If an emergency arises, your only way to complete the course will be to take a zero on the presentation or, in the event the excuse is deemed satisfactory, to take an incomplete and present the poster at a venue approved by the IRSL faculty. The poster must be mounted on the wall at least 30 minutes before the beginning of the exam period. Be sure to arrive on time to the poster session. Severe deduction in points will result for tardiness to the session.

Since an overarching goal of your poster is clear, accurate communication, we expect that you will have carefully proofread your poster for typographical errors, proper grammar and English composition. Although you focus on these components in an English course, we assume that you have already mastered these skills and, since this is critical for proper communication of the science and for professionalism, we will deduct for such errors. Small errors will receive minor deductions, but excessive errors may result in deductions up to 20 points. These deductions are not part of the basic rubric, so they are over and above other deductions. Assistance is offered through Paper Review (see the Student Success website for hours and location) for those needing help with these skills related to class assignments.