**ECA USC Student Poster Session Guidelines What is a Poster Session?**

Posters are comprised of small amounts of text along with charts, graphs, photographs, diagrams, and other visual representation of data and findings. The idea is to get a large number of people to see your work in a quick, efficient, organized, and professional manner.

**Poster Sessions Absolutes**

**The Poster Itself - These items MUST be included**

* The paper title at the TOP of the poster- should be the same title that you used when submitting your paper.
* The author(s) name(s) and affiliation(s).
* The main findings of your paper in an organized and easy-to-read format.
* Please no handwritten text or free-hand drawings.

**Materials**

* Bring your complete poster, prepared, and ready to go!
* You will be given an easel, backerboard, and binder clips to secure your poster.
* The easel holds a standard poster size, 2’ high x 3’ wide; it is sturdy enough to stand on its own without being secured to the easel

**Professionalism:**

* Dress professionally (business casual).
* An author must be at his/her board for the entire session.
* Arrive about 15-20 minutes before the beginning of the session with all of your materials.
* Please take your poster (and any materials you brought) with you after the session is over.

**Discussion During Your Poster Session**

* Don’t read from your poster - use it as a visual aid. Be sure to practice ahead of time to check for flow.
* Remember that everyone you’re interacting with, could be hearing this information for the first time. So don’t worry if you feel like you’re constantly repeating yourself.
* It is helpful to prepare three different discussions:
	+ 30-60 seconds; your “Elevator Pitch”. Think of it as that you only have a short elevator ride to sell your idea to make your audience interested in your poster.
	+ 2 minutes; your more detailed talk. Can include more details on data collection and conclusions.
	+ 5 minutes; your most detailed talking, keeping in mind what you want the audience to remember.
		- These are not necessary, but they can be helpful if this is how you choose to present. They don’t need to be written down but should be rehearsed sometime before the session.
* Maintain eye contact and try to reel in those that are hovering around by asking if they’d like to hear more about your specific research. If you realize that one person is monopolizing your time, be aware of those around you and feel free to ask them to join in!

**Importantly**

* Have fun with this! Make your poster something you can be proud of! Everyone has worked hard on their research and this is the time they can show all their hard work!

**Poster Suggestions**

These are suggestions for an effective presentation.

**Preparation**

* Break up your paper into sections
* Introduction, Objectives, Methods, Results, Conclusion.
* Stick to the key points of your research.
* Create an “Elevator Pitch”.
* A 30-60 second introduction to your poster, to draw in listeners and get the audience’s attention.

**Layout**

Posters should generally read from top to bottom and left to right.

* Generally, the layout of visual focus should include (you can use this list as a check list):
	+ The paper title at the TOP of the poster, should be the same title that you submitted when paper was accepted.
	+ The author(s) name(s) and affiliation(s).
	+ An introduction/abstract, main points from the literature review.
	+ Methods (if data were collected).
	+ Results (if data were analyzed).
	+ Conclusion (if you had hypotheses and/or research questions, it may save space to display these with or as a part of the results.)

To save space, it’s recommended not to display your references on the poster, but to have your full list of references with you.

**Handouts**

* A concise overview of project including title, findings, and references. Note on the handout that this was presented at the ECA 2026 Undergraduate Scholars Conference Poster Session.
* List of references.
* Business cards are also a good idea, in case someone would like to get into contact with you later about your poster.

**Poster Text**

* Make sure your title is big enough to see from 4-6 feet away.
* Edit the text – keep it tight and right.
* Your paper title and subtitles should be **bold** for easier reading.

**Graphics**

* Graphics can make a poster visually interesting - make the graphics work for you and the poster, to catch the attention of the audience.
* They can be used to explain statistics and findings and have a brief caption.

**Websites Consulted**

http://www.ncsu.edu/project/posters/NewSite/ http://www.kumc.edu/SAH/OTEd/jradel/Poster\_Presentations/PstrStart.html http://cte.umdnj.edu/career\_development/career\_posters.cfm http://www.asp.org/education/howto\_onPosters.html

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* *Note: All of these references were consulted in the creation of this set of guidelines, but if you consult the sites for more information, please remember to use the guidelines created specifically for your ECA Undergraduate Scholars Conference poster sessions.*
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If you have questions or concerns, feel free to email Kerry Loinette and Steve Granelli, USC 2026 Planners at: eca.usc2026@gmail.com