2022 Online Poster Presentation Guide

General Guidelines

- You will be preparing a poster explaining your research. A link to the KU poster templates is here: https://brand.ku.edu/toolkit/downloads/research-poster-templates.
- Typically, using PowerPoint is an easy way to create your poster. As a student, you have access to this software for free; if you need help with how to get it, more information can be found here (https://technology.drupal.ku.edu/office).
    - Academic research posters are typically **4' wide by 3' tall**. Depending on your discipline, you can use a different size poster as well.
    - You can adjust the size of your poster by going to Page Setup>Custom> then enter in the size.
    - You want your poster to be big enough to fit your text and graphics and be easily readable online.
- You will also be recording a **2-3-minute**-long talk explaining your poster and your research.
- As you plan your poster, review the poster presentation rubric available on the Summer Poster Session website (At the bottom of the "Prepare to Present" section.).
- Download free KU research poster templates here: https://brand.ku.edu/toolkit/downloads/research-poster-templates
- Watch the "Poster Presentation Basics" video here: https://ugresearch.ku.edu/student/researchbytes/poster-presentationbasics
- For design ideas & tips, visit this website: https://ugs.utexas.edu/our/poster

Your poster typically includes the following information:

Information about your project

Keep your message simple and appropriate for a general audience. Make sure that the title of your presentation is on the poster, as well as your name, your mentor, and your affiliation.

Broad Introduction

This section explains the broader significance and rationale for your project. Think of a good "hook" to get the reader's attention. You might address these questions:

- Why did you do this project?

- Describe the big picture—what is the issue, disease, interest, or need for this work?
- Why does this work matter to the field?

Background & Context

This section should provide the context and niche for your project by synthesizing prior academic work. You might answer these questions:
- What research has been done related to this topic?
- What prior research or experiments led to this project?
- What makes your project the logical or necessary next step?

Methods or Approach

Here, you should explain what you did to address the topic, hypothesis, or question that you described earlier in the talk. You can use photographs or figures to illustrate this too. You might answer these questions and use these tips:
- What methods, approach, or theory have you used to learn about this topic?
- Rather than giving the nitty gritty technical details of your method, focus on why this method was chosen over others and the basics of how it works.
- You might also give an example of the types of results your chosen method yields.

Results & Analysis

Show us the key data from your experiments. Or explain how your theory has given new insights into an idea or text. Since your space is limited, you do not need to show us every piece of information you collected. Focus on the key takeaways. This is another place where figures (pictures, tables, graphs, machine output, photographs, etc.,) should be used.

Conclusions

What broad conclusions can you draw from your work? What are the larger scale implications? What are the future directions for your work (note: sometimes *Future Directions* can be its own section on the poster if you have a lot of thoughts about what comes next).

Acknowledgements

Do not forget to thank the people and organizations that helped make this research possible.

Save Your Poster as a PDF before adding narration

Once you are satisfied with your final PowerPoint slide presentation, **save a copy of it as a PDF before you record your elevator pitch of your poster.** You will use that PDF to create your YouTube video.

Naming your files

When you save the PDF of your poster, use this format:
Last name_First name.pdf; for example: Smith_Jane.pdf. If you are presenting as part of a group, you can just use one person's name in the filename – preferably the presenter who submitted the registration for the group.

You may want to send your poster presentation to a friend to see if they can understand it. Finally, please ask your research mentor or instructor for feedback before you finalize your presentation.

Record the narration of your presentation – YouTube link is required:

You will need to record your presentation narration. You can use the record feature in PowerPoint. Here are some instructional videos:

Kevin Stratvert, an ex-Microsoft Program Manager has a YouTube channel with a lot of instructional videos: https://www.youtube.com/channel/UCfJT_eYDTmDE-ovKaxVE1ig/videos). Here's one:

➢ *How to Add Voice Over on PowerPoint Slides*:
   https://www.youtube.com/watch?v=tzJ1dZBGpUg

Other instructional videos:
➢ *Upload PowerPoint to YouTube:*
   https://www.youtube.com/watch?v=-BPrsu7hY0E *A Simple Way to Automatically Transcribe Video/Audio to Text:*
   https://www.youtube.com/watch?v=erx9czQsY2Q
➢ *How to Automatically Create Subtitles and Captions for YouTube Videos*:
   https://www.youtube.com/watch?v=LcHIZ9aI9TA
➢ *KU Technology - How To KU: PowerPoint (See Accessibility Section)*
   https://howto.ku.edu/powerpoint#chapter-2963

Saving and Naming your PDF file:

When you save your presentation, use **LastName_FirstName**; for example: Smith_Jane.

NOTE: <u>If you are presenting as part of a group</u>, use one person's name in the filename, preferably the name of the person who registered the presentation for the group.

How to Upload a PowerPoint Presentation to YouTube

- In PowerPoint, go to File.
- Click Export.
- Click Create a Video.
- Go to Create Video on your YouTube account (upper right corner of screen) to upload your PowerPoint presentation.
- NOTE: Please be sure to save your video as **UNLISTED**.
- Once you have converted your YouTube presentation into a video, use the YouTube link to your video to paste it on the ForagerOne submission form.

Upload your presentation!

1. The submission form link was automatically emailed to each person who registered a presentation.
2. There will be a space to provide a link to your Google Drive or other online storage space to share the PDF of your poster for screen reader accessibility.
3. You will upload your poster PDF in the space provided.
4. You will paste your YouTube link in the space provided.

NOTE: Summer Poster presentation submissions are <u>due by 11:59 pm on Sunday, July 24, 2022</u>.