**Online Poster Presentation Guide**

**General Guidelines**

* You will create a poster presentation.
* As you plan your presentation, it is a good idea to use a rubric as a guide. Please see the poster presentation rubric available on our [website.](https://ugresearch.ku.edu/student/share/fall)
* You will be saving your poster as a PDF file.
* You will record a narration of your presentation – a YouTube link is required. Instructions are provided on page 3-4 of this guide.

**Making your poster**

* Academic research posters are typically **4’ wide by 3’ tall**. Depending on your discipline, you can do a different size as well. Since we will not be printing out posters for the Online Symposium, you have more flexibility for the size.
* PowerPoint is an easy option for making your poster. Change the size of your poster by going to Page Setup>Custom> then enter in the size
* Keep your message simple and appropriate for a general audience
* Download free KU research poster templates here: [Research Trifold Poster Templates | Brand Center (ku.edu)](https://brand.ku.edu/toolkit/downloads/research-poster-templates)
* Watch the “Poster Presentation Basics” video here:

[Poster Presentations | Center for Undergraduate Research (ku.edu)](https://ugresearch.ku.edu/student/video/poster)

* For design ideas & tips, visit this website: [Guide to Creating Research Posters | TEXAS Undergraduate Studies (utexas.edu)](https://ugs.utexas.edu/our/poster)

**Your Poster Will Likely Include the Following Information**

# Title of the poster

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 about 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 other 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

Don’t forget to thank the people and organizations that helped make this research possible.

**Technology Guidelines**

# Creating your poster

Your poster should be made in PowerPoint. As a student, you have access to this software; if you need help on how to get it, more information can be found here [Microsoft Office/Office 365 | Information Technology (ku.edu)](https://technology.drupal.ku.edu/office).

# Saving your poster for uploading

When you have created your poster, practice explaining it a few times by only reading the things you have written in your notes. Does the poster make sense? Did you forget any information? Next, it might be a good idea to send your poster to a friend to see if they can understand it. Finally, please send it to your research mentor or instructor for feedback.

Once you are satisfied with your final presentation, you will need to save it as a PDF. To do this, go to Print in the File menu.

* **On a PC:**

Once you select Print from the File menu, click on the “Printer” dropdown and choose “Adobe PDF.” Hit “Print,” and it should save as PDF.

* **On a Mac:**

To save slides as a PDF on a Mac, look under the PDF dropdown in the bottom left.

**Save Your Slides as a PDF before adding narration**

Once you are satisfied with your final presentation, **save a copy of it as a PDF before you add narration**. When you submit your presentation, you will need to upload a PDF of your slides in addition to the version you create with narration that will be uploaded to make a YouTube video.

**Naming your files**

When you save the PDF of your poster, name it using this format: **Last name\_First name\_poster.pdf**; for example: **Smith\_Jane\_poster.pdf**. If you are presenting as part of a group, you can just use one person’s name in the filename.

**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 witha lot of instructional videos: [Kevin Stratvert - YouTube](https://www.youtube.com/channel/UCfJT_eYDTmDE-ovKaxVE1ig/videos).

* ***How to Add Voice Over on PowerPoint Slides*:**

[🎤 How to Add Voice in PowerPoint Presentation - YouTube](https://www.youtube.com/watch?v=tzJ1dZBGpUg)

Other instructional videos on other YouTube channels:

* ***Here is a video providing Top 5 Best Screen Recorders:***

 [💻 5 Best FREE Screen Recorders - no watermarks or time limits - YouTube](https://www.youtube.com/watch?v=nCNri04lHaI)

* ***Upload PowerPoint to YouTube:***

[Upload PowerPoint to YouTube - YouTube](https://www.youtube.com/watch?v=-BPrsu7hY0E)

* ***A Simple Way to Automatically Transcribe Video/Audio to Text:***

[A Simple Way to Automatically Transcribe Video/Audio to Text - YouTube](https://www.youtube.com/watch?v=erx9czQsY2Q)

* ***How to Automatically Create Subtitles and Captions for YouTube Videos*:**

[How to Automatically Create Subtitles and Captions for YouTube Videos - YouTube](https://www.youtube.com/watch?v=LcHIZ9aI9TA)

**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've 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!

Upload your YouTube file and the PDF of your poster using the event submission link that was automatically sent to each person who registered a presentation.

**Presentation submissions are due by 11:59 PM, Wednesday, December 1, 2021**