

GUIDELINES - SPRING 2002

School of Music Honors Projects Poster Show

Poster sessions are used more and more frequently at professional conferences as an alternative to concurrent sessions in which papers are read. Poster sessions allow attendees to sample the research of a much larger number of colleagues in the field, with the option to pass by quickly if the topic is not of interest or to pause and learn more if it is. This description of a poster session is taken from a recent call for proposals for a conference sponsored by an organization in a higher education field:

"A poster session is a presentation in the form of an exhibit delivered primarily through the use of visual display to make brief remarks, to share information, and to answer questions. Conference delegates will be free to move from one poster session to another during the 90 minute time frame."

Guidelines for Preparing Your Poster

1. No more than a trifold poster board.
2. Do not plan to use handouts. Most will be dropped or discarded.
3. Do not put anything in your display that might be of value to a thief. They will not be closely guarded and will be on display for several days. You may choose to add something for the actual poster presentation and then take it with you when you leave.
4. Since the poster will be on display when you are not present, it is important that the poster be attractive and its points clear. The following suggested items for inclusion on a poster reflect the practice of many academic disciplines:
 - Title
 - Student name/Faculty supervisor's name
 - Problem Statement
 - Brief review/previous work—if needed
 - Purpose
 - Methodology
 - Results
 - Implications
5. Tiny text and nothing else does not encourage attendees—particularly casual visitors—to pause. Make your presentation of the above topics clear and succinct. Text should be large enough to read easily: no smaller than 14 point type, if you are printing it. Use illustrations or photographs, if possible. The most important consideration about content is that it be appropriate to the project. Work closely with your faculty supervisor as you prepare your display.
6. The posters will remain on display for approximately two days. During the presentation period, the student stands by her/his poster, greets those who walk up, briefly explains the research, and offers to answer questions.