

Instructions for Posters USUHS Research Day 2002

Abstracts for poster presentations must be submitted by 22 April 2002. Please see the call for abstracts for further details. All eligible submissions for poster presentations will be accepted for inclusion in the program. In addition, students who submit abstracts for oral presentations that cannot be fitted into the oral presentation session will be invited to display and discuss their findings in a poster presentation.

Poster Specifications

- If you will be the presenting author, be sure that you have preregistered for the meeting through the on-line registration form accessible through the website. You will be notified of the time of your session(s) on or about 1 May 2002.
- Posters for both the Graduate Student Colloquium and Faculty Senate Research Day should be available for viewing on both days.
- You should plan on putting your poster up between 8:00 a.m. and 9:00 a.m. on Wednesday, 15 May 2002, and taking it down between 2:00 p.m. and 4:00 p.m. on Thursday, 16 May 2002.
- A map of the poster exhibits and the number of your poster location will be included among the registration materials held for you at the Registration Desk during the Graduate Student Colloquium and Faculty Senate Research Day.

General guidelines

- The surface area of the poster board is 4 feet high and 6 feet wide.
- You should have a headline strip 6 inches high that runs across the top of the board for the full 6-foot width of the poster.
 - On that strip, you should list the title, the authors, and their affiliations in letters at least 1 inch high.
 - The headline strip can be composed and printed using software available in the Learning Resource Center (LRC). Or by the AVC, contact Linda Culp (lculp@usuhs.mil) for further details
- Posters should be readable by viewers up to five feet away.
 - Remember that people will be looking at your poster throughout both Research Day and the Graduate Student Colloquium, so your results and conclusion should be clear even when you are not present to provide an oral explanation.
- The Office of Research will subsidize poster production costs for students from the USUHS graduate (poc Janet Anastasi), medical (poc Kristin Heitman (REA)) and nursing school (poc Janice Agazio) programs but cannot contribute to faculty or affiliates' presentations. If you are eligible for a subsidy and would like to use the services of USUHS's Audio/Visual Center (A/V), please contact your POC to

pick up a preauthorized A/V request form to submit to A/V with your poster materials. The A/V staff needs a 4-week lead-time to complete your poster.

Planning hints:

- Start planning early.
- Choose only three or four key points and develop your poster around them.
- Experiment with several different means of presenting your data.
- For instance, many points emerge better in a chart, graph or photo than through a text explanation.
- Color graphs often present a complex analysis more clearly than black and white, especially if your work includes several variables. (The LRC has a color printer.)
- In choosing a final version, consider the accuracy, clarity and simplicity of each possible presentation.
- Show your attempts to colleagues and mentors and ask for their opinions.
- Work with rough layouts until you find an arrangement that satisfies you.
- Ideally, your rough layouts should be the size of the final poster.
 - First print the headline (see the section on guidelines, above) and subtitles in the size and position you would use in a final version, then indicate text by horizontal lines and draw in rough the graphs and tables.
 - Move the text and figures around until you find an arrangement with pleasing internal proportions and balance.
 - Leave yourself at least a week to work on this stage, trying several different arrangements until you are satisfied. A blackboard is a convenient medium, since you can erase and change what you don't like.
 - Once you find a layout or two that you like, put them on paper for future use.
 - If you are working with an artist, show him or her your layouts so that you have the same understanding of what the final presentation will look like.
- When your artwork is complete and the text and tables have all been typed (although not necessarily enlarged to full size), use the actual proportions of the text and figures to compose a final layout.
- Don't forget that viewers must be able to understand your findings even without your oral presentation.
 - You will need to include some explanatory text, but keep it brief and avoid abbreviations acronyms and jargon that a nonspecialist might not understand.
- In general, the figures and tables should cover slightly more than 50% of the poster area.
- If you have only a few illustrations, you will probably need to make them large.
- The viewer's eye should be drawn smoothly through the design of the poster, usually down columns or along rows. Size attracts attention diverting the eye from its normal path. If necessary, arrows, numbers and letters can also redirect the viewer's eye and help clarify the sequence of your ideas.
- Remember, however, that too much information can overwhelm your audience and result in less successful communication.

- When you have finished your layout, step back, look at your poster, and ask yourself again whether the message and its supporting evidence are clear.
- If you have coauthors, colleagues or mentors, ask for their opinions.
 - Does the poster make each of the important points explicit?
 - Do your data clearly support the conclusions?
 - Do the main ideas stand out from the supporting detail?
 - Is there too much text, or too much space devoted to the illustrations?

Further help can be found at:

How to Make a Poster Using PowerPoint

<http://faculty.washington.edu/robinet/poster.html>

Also we have two templates that you can download from the web site to help you create your poster.

POC Linda Culp in AVC lculp@usuhs.mil

Instructions for the downloads:

- The Power Point poster template is created at ½ size, the Corel Draw file is full size. AVC will print the Power Point poster at 200%.
- Feel free to change the background color, font color, type sizes, etc.
- Make sure you stick with standard fonts, i.e., Helvetica, Arial, Times etc. The AVC printer will default to Courier when a non-standard font is used. Use the Symbol font when using Greek characters.
- Any Imported images should be saved as .eps, or PC .tif files. Image files should be no less than 300 dpi. Please include image file(s) in a separate folder.
- When submitting posters to the AudioVisual Center, please burn your file to a CD or submit the file on a 100 MB Zip disk.
- If you desire encapsulated lamination, please allow a week for this application.
- If you have any additional questions, please call 295-3337 and ask to speak to any Graphic artist.

Research Day 2001/Graduate Student Colloquium
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