Graduate student research forum

Guidelines for Oral Presentations

Thank you for submitting an abstract for a poster presentation at the Pennsylvania State University College of Medicine Graduate Student Research Forum!

The morning poster session is scheduled to run from **10:15 am until 11:30 am**, and the afternoon poster session is scheduled for **2:45 pm until 4:00 pm**. Both sessions will be held in C3621. Prior to Forum, a master list will be sent out so that you are aware of the session for which you will be presenting. During your assigned session, you are expected to be at your poster so that you can explain it to your peers, answer any questions, be fairly evaluated.

The following guidelines apply to all poster presentations:

1. Posters must be no larger than 4’ by 4’ in size.

2. Each poster must contain a heading at the top that includes the title, authors, and respective affiliations.

3. Posters for the morning session should be hung between 7:30 am and 9:00 am and removed immediately at the end of the session.

4. Posters for the afternoon session should be hung between 12:00 pm and 1:30 pm and removed immediately at the end of the session.

5. Posters not removed at the appropriate time run the risk of being removed and discarded by the housekeeping staff. If you are unable to setup or remove your poster at the required times, please ask a colleague to do so for you.

6. If an emergency occurs and you need to cancel your poster, please contact a member of the Forum committee as soon as
possible. In addition, please notify your faculty evaluators so they can plan accordingly.

Additional suggestions:

• Your poster should be legible from a distance of at least 3 feet away, we recommend using a minimum font size of 24.

• Use different font sizes or contrasts (bold, underline, italics) to distinguish main points from secondary points.

• Use a font that contrasts sharply with the background. It is easiest to read dark fonts on light backgrounds.

• Format your poster in columns rather than rows, that way multiple people can read parts of your poster simultaneously without blocking the view of others.

• Be sure to have titles, keys, and axis labels for all graphs and charts.

• Colored transparency overlays can be useful for comparing and contrasting graphic results.

• To the listener, the presentation is more important than the poster, and you will be evaluated on both points. You will get better results by practicing what you are going to say beforehand.

Good luck with designing your poster!