

2027 SURC Onondaga CC POSTER Presentation Guidelines

Important Guidelines for Submitting to SURC

- For students co-presenting (maximum of 2 presenters), **only one person** should submit the project for consideration. All other collaborators on the research project who are not presenting should be listed clearly on your poster.
- Each poster presentation is limited to a maximum of two presenters.
- Co-presenters must be undergraduate students who will attend the conference and participate in the presentation.
- Students may present their research as either oral or poster presentations at the conference, depending on their own preferences or those of their mentor. The same project may not be presented as both oral and poster format.

Posters **MUST** measure 36" tall x 48" wide (landscape)

Poster presenters will have a **one-hour time block** to present their research. Presenters will share a brief overview of their research or creative work with conference attendees and engage in further conversation with those who stop by. Presenters will be assigned a designated session and poster board location. The host institution will provide binder clips and boards to mount posters. Students only need to bring their poster...the rest is provided for your convenience and ease of travel. ***NO** tables or electrical outlets will be available at either SURC location.

Preparing Your Poster

- Microsoft PowerPoint, Google Slides, and Canva are commonly used programs for designing research posters. Other programs are also acceptable.
- When creating your poster, reset the document size to 36" tall x 48" wide.
- Leave a one-inch (1") margin around the edges of the poster to ensure no content is cut off.
- You are responsible for printing and bringing your poster to SURC.
- The poster should be informative and graphically appealing. Be mindful of design choices to enable readability - check color contrast, font size/style, image size/captions
- Utilize [these resources for presentation best practices](#)
- The poster should include the presenter's name, co-authors, academic program, home university, faculty advisor(s), funding sources (if applicable), and project title.
- Consider creating a website or document for supplemental resources such as the abstract. Then use a free QR code generator and add that QR code to your poster.
- You must get the approval of your mentor on both the abstract and poster **before** presenting.
- Plan ahead. Ask your faculty mentor/advisor to review your poster BEFORE you submit for printing to avoid errors, misrepresentation of the work, and/or intellectual property concerns. Reprints may not be possible or very costly.
- The use of AI tools (for language editing, data analysis or content generation) for abstract submission and conference presentation should be described and disclosed. Authors are responsible for all submitted content, including the accuracy of any AI-generated material.

Preparing Your Presentation

- Prepare a one- to two-minute overview of your work meant to initiate further conversation from attendees.
- Prepare to answer questions about your work and engage in back-and-forth conversations with attendees.
- Practice your presentation so it is concise, clear, evidenced, and effectively delivered.
- Seek editorial assistance and a practice audience from peers and/or faculty advisor(s).

Day of the Conference

- Check the program to confirm your presentation time and location and plan on arriving ~15 minutes early to hang your poster at its appropriate location.
- Volunteers and signs will direct you to your specific location.
- Present yourself well: dress business casual or business professional; wear your conference provided name tag; turn off your cell phone.
- Be prepared to network! Consider bringing business cards, resumes, or contact info to distribute to people interested in your work, which would include your name, home university, academic program, email and/or phone number, title of your poster and/or abstract of your project. A QR code could be an option to include links to an online version to your contact info, resume, etc.
- If you choose to bring a computer for your poster presentation you must bring your own fully charged laptop/tablet (host institutions cannot provide power or a table to display your laptop/tablet in the poster display area). Outlets cannot be guaranteed to be nearby.
- Be prepared to learn! This is an excellent opportunity to share your hard work and look forward to respectful questions and constructive feedback.
- Have fun and enjoy the experience!

Poster Printing Checklist

- 36" tall x 48" wide (landscape)
- Be sure text size is readable at a distance
 - Title 85pt, Authors 56 pt, Headings 48pt, Subheadings 34pt, Body text 24pt, Captions 16pt
 - Use San Serif font styles
- Include the title of presentation
- List the name of your faculty mentor and any other authors (including graduate students) who contributed to the work
- Affiliations included
- Add your university logo
- Use high-quality images - avoid blurry images
- Figures and axes are labeled; Scale bars included; References added
- Turn on gridlines to check content is within margins
- Use alignment tools to line up sections of content
- Use supplemental QR codes effectively - extended references, additional data, videos
- Funding sources acknowledged (if applicable)
 - Example: This work was supported in part by
- **Did your mentor approve the poster before submitting it to be printed?**

If you have questions, please contact SURC@suny.edu