

Guidelines for SM&C Division Posters

- **Attract the Viewer's Attention**

Design your poster to engage the viewer in your work. Make it easy for the viewer to follow the presentation from section to section.

- **Use an Introduction and Conclusion**

A quick reading of the introduction and conclusions should allow a viewer to understand the main questions your project addressed and what you discovered.

- **Keep It Simple**

The poster should convey the main points of the project, but not overwhelm the viewer with all the details of the method or results. You will be able to make more detailed explanations in individual discussions at the Senior Project Poster Session Reception.

- **Make It Easy to Read from a Distance**

Use 16-point type or larger for the text, and even larger type for headings. Colors should be chosen wisely for visibility, and used sparingly. The background for the poster should be white, with no background graphics (so that the poster will be easy to read).

- **The Poster Should Be Printed on a Single Sheet**

You can print the whole poster on a single 42 in. x 42 in. sheet of paper. Please see the attached On-campus Printing Requirements for information on how and when to print your poster.

- **A Typical Poster Includes:**

- The senior project title, your name, your adviser's name, your program, the type of project (Senior Project or Independent Research) the year, and the semester.
- Introduction – State the goals and motivation of the project. This material should be accessible to a general science audience.
- Methods and Procedures – Explain what was done and how it was done. Diagrams of experimental apparatus or sample calculations should be included where appropriate.
- Results – Present the results in a manner that is easy to understand at a glance. Use headings on any graphs or tables indicating what they show. Graphs should have all axes marked with the relevant variables.
- Conclusions – State the main conclusions one can draw from your work, or unanswered questions that your work raises. These are frequently given in a bulleted list.

Requirements for On-Campus Printing

- **Posters must be submitted before the 5 PM deadline (Date TBD).**

- **Templates**

Students must utilize either the PowerPoint template or TeX. Students who are unfamiliar with TeX should use PowerPoint, as the division has a template created specifically for student use. In general, the rule of thumb is Math students use TeX, everyone else uses PowerPoint. Students who wish to create their posters using TeX can find more information at http://math.bard.edu/bloch/tex.shtml#anc_poster.

- **Work within the green border of the template**

Anything outside the green area will be cut off, since the working area of the printer is closer to 40x40" than 42x42". Fill in your text boxes, diagrams, and images. Make sure everything is spelled properly, lined up the way you want it to be lined up, and that your name, adviser, program, type of project and semester is on the poster somewhere.

- **Submit the poster for printing**

Once your poster is finished, edited and you are sure it's ready to be printed, simply attach your PowerPoint (.ppt) or PDF (.pdf) produced from TeX to an email and submit it to BardPosters@bard.edu. that address. Please include in the body of your email:

- Your name
- Your adviser's name
- What program was used to produce your poster (i.e. PowerPoint, TeX, etc.)
- Whether you used a Mac or a PC

- **Working with Large Files**

Bard's e-mail limits the size of attachments, which can present problems when sending and receiving your poster. Currently, the limit for attachments is 10MB and the suggested size limit is 500K. If you have a poster that is too large to send from your Bard email, you have several options:

- Send using a personal email account such as gmail or yahoo, which have much more forgiving attachment limits.
- Bring the file on a CD or other external media such as a USB drive to Nicole Roberts, RKC 203.
- Use a free file upload service such as uploading.com, which allows you to upload up to 100MB for free, then produces a download link. If you use a file uploading service, make sure that you copy and paste the download link it provides into the email you send to BardPosters@bard.edu.