How to make a Poster Presentation

For this recipe you will need:

- ❖ *A Case or a scholarly project (this can be defined in many ways)*
- ❖ *A conference at which you wish to present*
- ❖ *The conference's specific directions for presentation*

Step 1: Determine what your institutions poster printing capabilities are. Find out if there is funding set aside for scholarly activity or if you are going to have to pay for your poster yourself. Getting to go to a big conference in a snazzy city can be totally worth it ;), but it is nice to know about the expense ahead of time. (You can usually ask your faculty or resident research coordinator.)

Step 2: Decide the conference at which you wish to present.

Step 3: Go to the official website and download their directions for presentation. Most sites will require a submission of an abstract prior to acceptance for presentation.

Step 4: Read the abstract format and grading criteria. It is VERY important that your abstract match their grading criteria. Many wonderful ideas have been turned down because the directions are not followed.

Step 5: Submit your abstract. The deadlines for abstracts are almost always absolute. Make sure you know the deadline ahead of time. It is usually at least 6 months prior to the time of presentation.

Step 6: Get Accepted. YAY!! Go back to the website and find the poster directions.

Step 7: Determine if your institutions public affairs office has a specific layout that they prefer to be used. In addition to these being a wonderful starting point, they are usually designed by people who have degrees in art and advertising and can be very appealing.

Step 8: Make sure that your poster is going to be printed prior to your presentation. Do not put this off to the last minute! It can cause a great deal of stress that you can easily avoid by doing it early.

Step 9: Present the poster at a conference. Have fun and network!