

Virginia Academy of Science Annual Meeting
Virginia Commonwealth University
Thursday May 18, 2017
POSTER SESSION

GUIDELINES FOR POSTER PREPARATION AND PRESENTATION

Posters presented at the VAS Annual Meeting should be visual presentations of **final research projects**. Below are guidelines for preparing the posters prior to the meeting and presenting the posters at the Annual Meeting.

1. **Posters should be no more than 36” in height and 48” in width** (i.e., landscape orientation).

The surfaces that will be available at the Poster Session for mounting posters will free standing 3' x 4' tri-fold boards (identical to poster boards used at previous Annual Meetings & Fall Undergraduate Research Meetings). The tri-fold poster boards, along with the binder clips for attaching posters to the tri-fold boards, will be provided by VAS.

All of the free-standing tri-fold boards and binder clips will be pre-placed on either rectangular tables or free-standing easels located throughout the Poster Session area. Each VAS Section listed in the Annual Meeting Program (available online prior to the meeting and available in print form at the meeting) will be assigned a specific location for displaying posters.

Please note that the free-standing tri-fold boards that will be provided WILL NOT ACCOMMODATE POSTERS LARGER than 36” in height and 48” in width or POSTERS PRINTED in portrait orientation. If a poster is larger than these dimensions or must be displayed in portrait orientation then the poster presenter should bring a larger board poster for his/her poster as well as a free-standing easel for mounting the poster board.

2. The **Title of the Project, Name(s) of Author(s), and Institutional Affiliation(s)** should be indicated at the top of the poster. This information **MUST** be identical to the information that appears in the 2017 VAS Annual Meeting Program available on the VAS website.

3. The **Body** of the poster should include the following information:
- a. **Abstract** – Give a brief summary of the project, including: the objective of the project or the question asked or the hypothesis tested and how the hypothesis was tested, the significant results and the conclusions drawn. The abstract should be a **single paragraph** and should not exceed 250 words. The abstract on the poster should be the same abstract that will be submitted to the section secretary no later than May 15, 2017.
 - b. **Introduction/Background Information** – Provide an introduction to the problem that was addressed in the research. Include a summary of existing published information and the purpose of the study, the question asked or hypothesis tested.
 - c. **Research Plan** – Present the experimental design or study design/plan. This is best accomplished using an outline or flowchart to indicate the procedures to be used.
 - d. **Results** – This section may contain pictures, graphs, tables and textual information. One of the best ways to present this would be to make visuals of the relevant data, with textual information underneath or adjacent that describes the results.
 - e. **Conclusion/Discussion** – The major conclusions drawn from the results should be presented. This is often most effective if presented as bullet points.
 - f. **Acknowledgements** – Identify any individuals or organizations who have provided assistance on the project. All funding sources should be identified. Students who received VAS Research Awards at the 2016 Fall Undergraduate Research Meeting should list that funding here.

The parts of the poster should be organized so that the sequence of the different parts or panels is easy to follow. For example, the different parts or panels could be numbered. Alternatively, arrows could be used to indicate the sequence of the different parts or panels.

4. Each VAS Section will have a dedicated area within the Poster Presentation location. Each poster is to be displayed in the designated area corresponding to the Section and Poster Number for your section.

The poster numbers for all posters will be indicated in the Section's Program (available on VAS website prior to the meeting and in the Annual Meeting Program booklet distributed to meeting attendees on May 17-18, 2017 at the VCU on-site check-in location).

5. **On Thursday May 18, 2017, ALL poster presenters should mount their posters in the designated location between 8 - 9:55 am. Posters should not be removed until after 5:00 pm.**
6. **Poster presenters/authors should be present at their posters from noon - 2:00 pm on Thursday May 18, 2017 in order to discuss their posters and answer questions.**

Poster presentations by VAS Student Members (*i.e., student who paid VAS student dues for 2017 prior to meeting*) will be eligible for consideration for any Best Student Presentation Awards (BSPAs) that might be given by the section **provided that (1) the student presenters are present from noon-2:00 pm, (2) are the individuals indicated as the presenting authors, and (3) the posters remain in place during the entire Poster Session.**

(NOTE: While many VAS Sections give BSPAs for poster presentations, some Sections DO NOT give these awards for poster presentations. Decisions about recipients of BSPAs are left up to the Section Officers of each VAS Section.)

For additional information about preparing posters, you may want to refer to the materials available at the website links provided below.

<http://www.bio.miami.edu/ktosney/file/PosterHome.html>

<http://www.ncsu.edu/project/posters/NewSite/>

cmc
3/20/2017