Dear Students

All AD students are required to produce a poster which describes their research project.

The Master Template for the poster is on the shared drive in the Poster Template folder. Copy the template onto your machine and work on it from there. The Template for the poster must be followed exactly.

Upload your poster **as a PowerPoint file** into the poster submission folder on the shared drive on or by **23rd August**. Please include your first initial and surname in the filename of your poster. Go to **Computer**, select the **shared drive ‘X:\SATM\AerospaceDynamics1617\Poster Submissions**

Your Supervisor will check the content of your poster and advise you of any changes necessary.

The poster session will take place on 6th September.

The poster session is part of the viva process where you will be asked to stand by your poster and answer questions by Academic Staff and External Examiners.

The Master slide has a pre-set layout, margins, fonts etc. The poster is in landscape format with an area for text and pictures. Approximately one half text and one half pictures.

The pre-set layout has been chosen so the font sizes will be the correct size when printed so the pre-set layout must not be changed. All posters must look uniform and will be displayed together so you must not move any of the lines or borders in the Master slide.

Please remember that it is perfectly acceptable to have some 'white space' in a poster so you must not enlarge your images unnecessarily to ensure that you fill the entire poster.

The text which describes your project must be divided into the following four sections and the number of words in each section must be closely adhered to with the overall requirement that the total number of words must not exceed 440.

**You must not change these headings.**

**Introduction**   
100 words maximum to include a clear statement of the aims and objectives of your Project.

**Approach to Problem**   
120 words to include a description of your research methodology, experimental design, software model etc.

**Summary of Results**   
140 words maximum to summarise your results

**Conclusions**   
80 words maximum to conclude your project.

You should generate your images carefully for the picture area remembering that all images must be clear and easy to read with appropriate annotation and a title. Your images must not become pixelated when your poster is enlarged and printed at A1 size. Your images should also support the text that you have written.

When creating your poster using the given template, please follow these instructions carefully and do not alter any of the settings/fonts etc.

Type your title in the correct place (this must be short and punchy and need not be the same as your thesis!) If your title does not fit on one line don’t worry, do not adjust the font. This might be altered before it goes to the printers, if you have concerns please speak to your Project Supervisor or Course Administrator.

Type in your name, First name then family name (e.g. John Smith)

Please leave the word ‘**Supervisor**’ in the place holder then simply add your Supervisors name as shown below.

e.g.    **Supervisor – Prof D. J. Smith**

For a Professor use Prof e.g. **Prof D. J. Smith**

If your supervisor is a Dr use **Dr D. J. Smith**

if neither use this format **D. J. Smith**

For the main body text either overtype or delete the existing text and paste in your text in Arial 11point left aligned, paste in your annotated images as required. The margins for the sub headings and body text have been set up so that all text lines up.

If you need to split the text in any of the sections you can either copy and paste the text box from that section or create a new text box, make the text box the entire width of the column, right click on the text box, go to FORMAT SHAPE and select TEXT BOX, change the internal margins to 0.5cm for the left and right margins so that your text will now line up with the rest of the text in the column. Make sure you choose Arial left aligned for the type face and type in your text.

When your poster is complete, and signed off by your Supervisor, upload it to the **POSTER** file on the shared drive as a Powerpoint file by the deadline, Our SAS lead will convert it to send it to the printers.

If you have any problems please see your SAS Lead as early as possible.