

STUDENT GUIDELINES FOR POSTER PREPARATION & PRESENTATION

Overview

As part of final year project submissions within the Department of Computing, students are required to prepare and present a poster on their research topic. A poster is a visual communication tool that serves as a summary of your work and an advertisement of the research area. The poster should cover the **key points** of the project work. The ideal poster is designed to:

- Draw attention and engage those passing by
- Demonstrate a clear beginning, middle and end
- Provide a brief overview of the presented work
- Provide a brief overview of the key findings
- Initiate discussion and questions

Poster Preparation

Mandatory Formatting Requirements

Download the supplied poster template. The following formatting guidelines must be met:

- The poster **must** be **A1** in size (**59cm in width x 84cm in height**).
- The orientation of the poster must be Portrait. Landscape posters will not be accepted.
- The poster background must be white.
- The poster should be easily readable from 1.5m (approx. 5 feet) away.
- The title of your paper should appear at the top of your with the author(s) name(s) and affiliation(s) below. Contact email addresses should not be supplied.
- A Calibri font is recommended. Recommend font sizes are listed below. Use these as a guide for your poster and revise based on feedback from your supervisor.

Size	Title	Author & Affiliations	Sub Heading	Body Text	Fine Print
A1	54pt	40pt	36pt	30-32pt	24pt

- Headings should be in a mix of uppercase and lowercase, not all capitals.
- The CIT logo should exist on the left side of the poster title.
- Ensure your poster as self-explanatory as possible.
- Do not use capitals or underlining to stress your point; use boldface font instead and only if necessary.
- Whenever possible, attach legends directly to your plots rather than using a legend box somewhere in the frame.
- A maximum of 5 references are permitted. IEEE referencing should be used.

Tips for a Successful Poster

- Look at the reference posters as a visual guide. Students should discuss with their supervisor the positive and negative aspects of these posters.
- Plan the story and layout of your poster before you begin.

- An organised poster will have an evident logical order; it should include the following:
 - Introduction & motivation/objectives/outline of the work
 - Methodology
 - Summary of the key results or findings
 - Summary/conclusion highlighting the impact of the work.
- Leave "breathing space" around your text. Don't overcrowd your poster.
- Important points should be highlighted and arranged in a clear sequence. Poster sheets are usually arranged to be viewed from left to right and from top to bottom for an attractive and logical flow of information.
- A picture speaks a 1000 words. Emphasise using charts, diagrams, photos, equations or colour graphs where possible instead of text to make your poster more appealing and to highlight important technical content. Graphical elements should dominate, not text - Avoid long tables or long blocks of text.
- Students may wish to place a suitable profile photo on the right side of the poster title. Alternatively the logo of a supportive company or in some cases technology can be used.
- Spell check and proofread your poster.
- If you have received assistance from a member of staff (other than your supervisor) or, importantly, an organisation/Industry partner you may wish to acknowledge them on the poster in a dedicated acknowledgments section.
- Students have the option of deviating from the supplied poster template as long as they fulfil the mandatory formatting requirements.

Details of the CIT colours, crests and logos are available at:

<http://marketing.cit.ie/contentfiles/A%20Marketing%20Unit/brand-guidelines-cit.pdf>

Recommended posters are available [here](#) and [here](#). Please note that these were designed for A0 and have been provided as a visual guideline only. Discuss with your supervisor any potential drawbacks of these posters.

Poster Printing Service

The recommended printer is Art & Frame, Unit 9, Melbourne Business Park, Model Farm Road, Cork. The cost of printing an A1 laminated poster is circa €15. This is a discounted rate which is available upon presentation of a valid student card from the CIT Department of Computing. Up to 3 working days should be allowed for poster printing.

Poster Exhibition and Award

A poster exhibition will be hosted by the Department at the end of the semester. Academic staff from all departments within CIT along with Industry partners will be invited to attend. Each student will need to present their poster and will be eligible to win the Best Poster Award. The posters will be reviewed in two stages:

1. **Prior to the poster exhibit:** Staff from the Department of Computing will review the poster content. Posters will be shortlisted for the Best Poster award and marked accordingly.

2. **During the poster exhibit:** Staff from the Department of Computing and invited Industry and academic guests will listen to the poster presenter's summary. Student attire should be business appropriate. Students should have printed abstracts of their research work available for distribution to onlookers. This will include the title of the research work, author affiliations and a short 250 word abstract summarising the context and contribution of their project work.

Student posters will be judged based on **Clarity of Presentation, Technical Merit, Impact and Oral Presentation**. One winner will be announced on the night of the poster exhibition. The winner along with the shortlisted posters will be displayed along the Department of Computing corridors for the next academic year.