Research Poster Conference 2016
Application Guidelines

Stage one: Summary submission

The Research Poster Conference is aimed at a non-specialist audience and not limited to your academic peers. You may have noticed the increasing necessity for academics to engage with non-academic outlets in order to communicate their research to a wider audience (funding agencies, the media, general public etc.). The Research Poster Conference aims to give you the opportunity to engage with both academic and non-academic audiences in ways that highlight the importance of your research in simple terms.

1. Your application must be received by **4pm** on **21 March 2016**.

2. You must submit your name, student ID number, College and email address.

3. Your summary should not exceed 250 words and include a provisional title for your poster.

4. You may change the provisional title of your poster before the poster submission deadline on **2 May, 2016**.

5. Your summary will be shortlisted on the basis of the following criteria:

   a. Your summary should have an engaging title that attracts non-specialists' attention

   b. Your summary should have a clear outline describing the originality and impact of your research

   c. You should use jargon-free language where technical terms are explained clearly wherever possible

   d. Your summary should not exceed 250 words and should include a provisional title for your poster.

6. Your summary can include any results or conclusions from your research if these are currently available, but it is not required.

7. The University Graduate School's decision on the acceptance or rejection of summaries are final.

The Research Poster Conference will be on 14 June, 2016 at the Great Hall, Aston Webb Building.

Stage Two: Poster submission

1. Posters must be submitted by **4pm** on **2 May, 2016** to graduateschool@contacts.bham.ac.uk

2. You poster for this Research Poster Conference must be based on **original work**.

3. Posters submitted to previous Research Poster Conferences will not be accepted.

4. You can change the provisional title of your poster before the submission deadline.

5. Poster must be readable from a distance of **1m**. Depending on your choice of font, a font size of under Arial size 24 is not recommended.

6. Posters must be submitted as **PPT** (Microsoft PowerPoint) or **PDF** (Adobe Portable Document Format) files. Any other file format will not be accepted.

7. Posters will be printed at **A1 size**. Please ensure all images used are of suitable resolution.

8. Your poster must display your **name** and **poster title**.

9. If your research is supported by colleagues, departments, a Research Council, business or other external funders or partners you should acknowledge them.

10. The poster is intended for a **non-specialist audience** so you should avoid jargon and technical language where possible. Any technical terms should be explained.

11. Your poster should contain a description of the background to your research, along with your objective and research methods. You should also include any results or conclusions if these are currently available. Further advice on putting your poster together can be found on the **University Graduate School website.**

12. Your poster should contain an appropriate **balance of text and images/graphics**. Text should refer to any images/graphics used. Any images/graphics used should be relevant to the text and clearly explained.

13. Judges will be looking for the logical presentation of your research project, the aim or purpose of your research and the visual flair with which the information is presented.

14. In order to receive feedback you will also need to present your poster to the judges on the day of the Research Poster Conference.

15. Separate guidance on how to present your poster and engage non-specialist audiences can be found on the UGS website.

16. Judges' decisions on poster scores are final.

17. The University Graduate School's decision on the acceptance or rejection of posters for the conference is final.