

# Guidelines for URECA Research Poster Submission

## 1. DOWNLOAD POSTER TEMPLATE & GUIDELINES

Download the URECA Poster Guidelines and Template from Student Link and copy your text into the template.

- ❖ **DO NOT** alter template format (e.g. positioning of NTU logo, distance between NTU logo and project details, font and colour).
- ❖ Any alterations to the template will not be accepted.

## 2. FILL IN THE TEMPLATE

**Project ID** – Fill in 8 characters project ID (For example NBS18017)  
– Fill in 9 characters project ID for SCBE, SPMS and LKCM projects

**Student** – Fill in your name according to your matriculation card. **[Strictly one student per poster; all others are in collaborator(s)/co-supervisor]**

**Supervisor** – Fill in URECA Supervisor name with the title (Prof/ Assoc Prof/ Asst Prof/ Dr) in front of the name.

**All other contributors (e.g. Collaborator(s)/Co-supervisor/Mentor)** – Fill in the name of people assist with the completion of your research poster or who is co-supervising with your URECA supervisor. Add the designation of your collaborator/co-supervisor (Dr/ Ms/ Mr) **(\*Delete Collaborator(s)/Co-supervisor/ Mentor as appropriate)**

**Poster Content** – Create your poster content and insert your poster title which may be different from your URECA project title. (Please see Appendix A on how to create an attractive poster)

## 3. FINAL CHECKLIST BEFORE SUBMISSION

- [ ] Fill in Project ID, Poster title, Your name, Supervisor's name & Collaborators'/Co-supervisors' names if any.
- [ ] Print one A4 size black and white of your poster to be signed by your supervisor. After which, scan and upload it to Student Link for submission along with your Powerpoint document. **(Hardcopy submission to URECA office is not required.)**

## 4. POSTER SUBMISSION

Deadline for the Electronic Submission is: **Friday, 31 January 2020, 2359 SG Time.**

**(Please note:**

**Poster submission contributes 20% towards your overall URECA assessment. URECA claim system is made unavailable from February until student's Research Poster is submitted.)**

**Revision of poster after electronic submission is not allowed.**

# Guidelines for URECA Research Poster Submission

## ❖ Electronic submission

Log in to Student Link to upload your poster. The submission of your poster **should only be in Powerpoint document & PDF/ JPEG only**. The total size of your poster **MUST NOT exceed 10 MB for each file.**

**One poster per student must be submitted for assessment purposes via studentlink. However, participating in the Poster Exhibition and Competition is optional.**

Submission in studentlink:

**Poster Title** - Fill in your poster title according to your poster content.

**Poster category** - Select from drop down list (Refer to Appendix D on Poster Category listing and choose the category name that closely matches your poster content.)

**File to upload** – Upload your poster file in **Powerpoint document & PDF/ JPEG only (Total 2 files to be uploaded)**. Your poster **MUST NOT exceed 10 MB for each file.**

**Poster prepared for** - Select the following:

- ☐ Assessment only.
- ☐ Assessment and poster competition.

**If you have exhibit to showcase, please display it on the 2 exam tables (52cm by 56cm) provided during your presentation to the judges.**

**Poster prepared for:**

☒ Assessment and poster competition, then select on the following:

**\*Are you on exchange in semester 2?** ☐ Yes ☐ No

**\*If you have selected "Yes", please upload the exchange document (PDF/ JPEG) for verification**

**\*To take part in a 2 minutes presentation video recording for publicity purpose: (Optional)**

☐ Yes ☐ No

**\*(Only applicable to participants present at the event)**

**Remark** – Fill in if you like to leave a note to your supervisor and/or URECA administrator.

# Guidelines for URECA Research Poster Submission

## APPENDIX A – How to Create an Attractive Poster

### Why do people create Posters?

Posters are easy (and fun) to create, applicable to many disciplines, great for sharing results with local community, summary of ongoing research for visitors and permit interactive discussion.

### Part I: What is your message? Who is your audience? What are your objectives? [1]

The complexity and appeal of the message depends on the target audience.

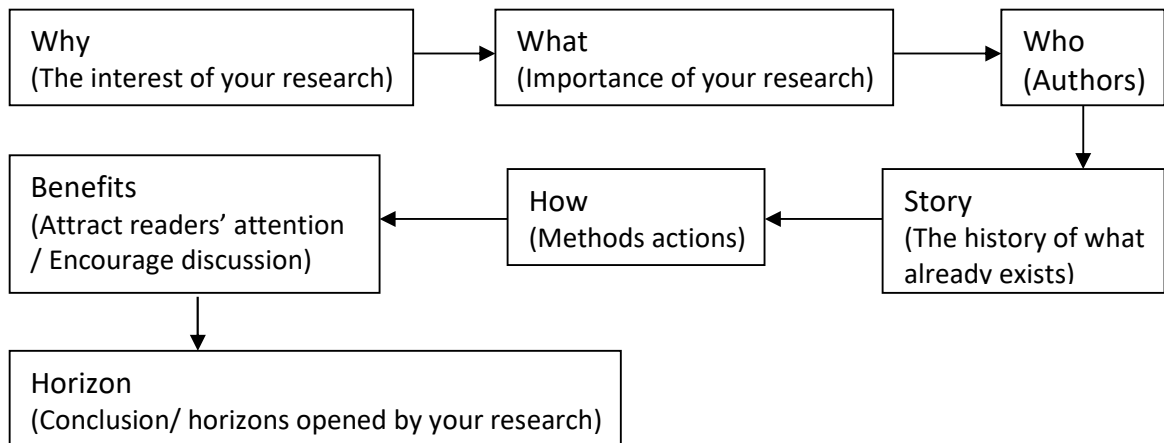
**Target audience:** Judges/ Professors/ Researchers/ Students/ Peers

**Objectives of a poster:** Effectively communicate your research to the target audience

### Part II: How to create an understanding poster? [1]

Attractive posters encourage discussions and interest from others. The more carefully you arrange your information, the more quickly and easily it will be understood and the better effect it will create.

1. Title gives the main information while sub-titles show the poster's organization and briefly explain the subject.
2. Display should be self explanatory and have a logical flow, for example:



3. Only Essential Information that determine the key ideas.
4. Conclusion – Give a memorable conclusion / Propose future prospects / Elaborate on ideas spelled out in the intro / Challenge the audience

### Part III: How to use visual grammar? [1]

A poster is a presentation, **not a paper**. A high-quality presentation helps to sell a concept.

**Remember: A PICTURE IS WORTH A THOUSAND WORDS**

## ***Guidelines for URECA Research Poster Submission***

### **1. Text**

- a. Avoid long texts.
- b. Use short sentences.
- c. Emphasize text to illustrate research.

### **Vocabulary**

- a. Use simple and clear words.
- b. Avoid acronyms.

### **2. Visualization**

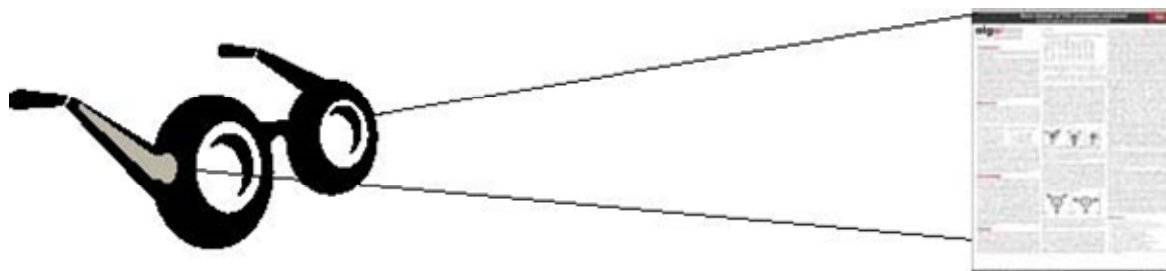
- a. A roomy and coloured presentation draws the attention and encourages reading.
- b. Align visual objects.
- c. Local background can give context and highlight important ideas.
- d. Avoid large areas of dark coloured background, it warps the paper.
- e. Apply a uniform colour code.

### **3. Illustrations**

- a. Graphs: simplify them to the maximum. (Include only absolutely necessary data.)
- b. Photographs: give the context, the scale. (Complex equations, formulas: only if necessary)

### **Part IV: Does your poster meet your objectives? [1]**

Read the posters with the eyes of the targeted audience.



By looking at the above poor example,

1. What do people see and understand?
2. Is the information clear?
3. Is the information too complex?
4. Does the message leave a lasting impression on the target audience?

**Remember: The goal is to link with the audience but not to “bore” them.**

# **Guidelines for URECA Research Poster Submission**

## **Part V: Suggested Poster Content [2]**

- ✓ Catchy Title
- ✓ Motivation
  - What problem/goal does research address?
  - Why is problem important? Interesting?
  - Why are current solutions insufficient?
- ✓ Methodology
  - What are different approaches to problem? Pros/Cons?
  - Which alternative did you choose?
  - How did you do what you did?
- ✓ Findings
  - Experimental results: performance graphs, tables
  - Prototype implementation description (and evaluation)
  - Description of new method for studying (new) problem
- ✓ Conclusions
  - Reminder of problem description
  - Summary of key findings
- ✓ Future work
  - What is the next step (for you, or others)?

## **Part VI: Oral Presentation**

***(Especially for students who are participating in the URECA Poster Exhibition and Composition)***

Prepare estimated 3 minutes summary of your poster and practice your presentation before the session. Let the audience questions drive detailed discussion.

Reference:

[1] [http://lamswww.epfl.ch/conference/re06\\_poster/poster\\_guideline.pdf](http://lamswww.epfl.ch/conference/re06_poster/poster_guideline.pdf)

[2] [http://www.eecs.berkeley.edu/Programs/ugrad/UgradResearch/keeton\\_postertips.pdf](http://www.eecs.berkeley.edu/Programs/ugrad/UgradResearch/keeton_postertips.pdf)

# **Guidelines for URECA Research Poster Submission**

## **APPENDIX B – FYP-URECA Template**



**Insert Project ID - Title Of Poster (Arial font size 60, bold)**

**Presented by XXX (Arial font size 40, bold)**

**Supervised by \*Prof/ \*Assoc Prof/ \*Asst Prof/ \*Dr XXX, \*Co-supervisor & \*if any other contributors (Arial font size 40, bold)**

**Delete the template below if you are doing FYP-URECA project.**

Fill in contents of the poster within the white area  
(Below supervisor and above red border).

Do not alter template format (e.g. positioning of NTU logo, distance between NTU logo and project details, font and colour).

**\*Delete as appropriate**

# **Guidelines for URECA Research Poster Submission**

## **APPENDIX C – URECA Template**



**Insert Project ID - Title Of Poster (Arial font size 60, bold)**

**Presented by XXX (Arial font size 40, bold)**

**Supervised by \*Prof/ \*Assoc Prof/ \*Asst Prof/ \*Dr XXX, \*Co-supervisor & \*if any other contributors (Arial font size 40, bold)**

**Delete the template above if you are doing URECA/ IDR-URECA project.**

**It is mandatory to include your Co-supervisor if you are doing IDR-URECA project.**

Fill in contents of the poster within the white area  
(Below supervisor and above red border).

Do not alter template format (e.g. positioning of NTU logo, distance between NTU logo and project details, font and colour).

**\*Delete as appropriate**

# Guidelines for URECA Research Poster Submission

## APPENDIX D – URECA Poster Categories

New Poster Categories	Sub Categories
Accounting, Business and Management	Accounting
	Business and Management
	Financial Engineering & Risk Management
	Law and Tax
Arts and Humanities	Arts, Design and Media
	Chinese Culture and Language (Chinese Studies)
	Communication Studies
	Language and Communication
	Literature
	Philosophy
Engineering and Technology	Aerospace Engineering
	Chemistry and Chemical Engineering
	Civil and Environmental Engineering
	Computer Science and Engineering
	Electrical and Electronic Engineering
	Info-Communication Technology
	Interactive Digital Media
	Machines and Systems
	Materials Science and Engineering
	Mechanical and Manufacturing Engineering
	Microelectronics and Applications
	Nanotechnology and Nano-Science
	Systems and Engineering Management
Biomedical Sciences, Life Sciences and Medicine	Biological Sciences and Life Sciences
	Engineering in Biology and Engineering in Medicine
	Biomedical Sciences and Medicine
Natural and Physical Sciences	Earth Sciences and Engineering
	Energy
	Mathematics
	Physics
	Water and Sustainability
Social and Behavioural Sciences	Food Science
	Economics
	Entrepreneurship and Innovation
	History
	Internet and Communications
	Linguistics and Multilingual Studies
	Politics and Public Administration
	Psychology
	Research Studies on Asia
	Security Studies and Policy Issues
Education and Teaching	Sociology
	Curriculum Studies
	Education Research
	Education Studies
	Other Education
	Physical Education
	Professional Development of Teachers



# Guidelines for URECA Research Poster Submission

## APPENDIX E - URECA Poster Electronic Submission Approval

