URECA Research Poster Submission Guidelines

What is a research poster?

Posters are widely used to present research work in the academic community, and conferences that includes poster presentations session. A poster presentation provides a visual representation of your research through text, charts, graphs, and other visual aids. It is an excellent way to showcase and communicate your research when done effectively in a concise and aesthetically pleasing format.

Posters are easy to create and applicable to many disciplines. It is great for summarise research information or results concisely for visitors and to generate interactive discussion. A research poster should contain a title, abstract, brief introduction, aims and objectives, methodology, findings (expected results), discussion, and conclusions.

Attractive posters encourage discussions and interest from others. Hence it is important to consider how you are going to deliver your message effectively, both during the submission of your poster and its presentation.

Preparing Your Poster

1. Download the URECA Poster Guidelines and Template from Student Intranet and copy your text into the template. **Keep your poster filename short** to avoid technical error when submitting in URECA poster submission system. **<u>DO NOT</u>** 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 <u>not</u> be accepted.

2. In your poster template, complete the following information:
   - Project ID (For example NBS21010, SPMS21001, etc.)
   - Poster title (Poster title can be different from your URECA project title).
   - Student's Name according to your matriculation card. [Strictly one student per poster; all others should be listed as collaborator(s)/co-supervisor.]
   - URECA/ FYP-URECA Supervisor's name with the title (*Prof/ *Assoc Prof/ *Asst Prof/ *Dr) in front of the name. (*Delete as appropriate)
   - All other contributors (e.g. Collaborator(s)/Co-supervisor/Mentor) – Name of people who assist with the completion of your research project 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)
   - Create your poster content within the given area above the bottom Red/Blue footer.

3. Tips to create good poster includes but not limited to the following:
   - Identify who are your audience (Judges/ Professors/ Researchers/ Students/ Peers).
   - Remember the objective of a poster is to effectively communicate your research and to link with your target audience but not to "bore" them.
   - Include only essential information that determine the key ideas and should be presented in a self-explanatory with logical flow.
   - Give a memorable conclusion / Propose future prospects / Elaborate on ideas spelled out in the intro / Challenge the audience.
   - A poster is <u>not</u> a paper *(A Picture Is Worth A Thousand Words).*
     - ➢ **Text -** <u>*Avoid long texts*</u> */ Use short sentences / Emphasize text to illustrate research.*
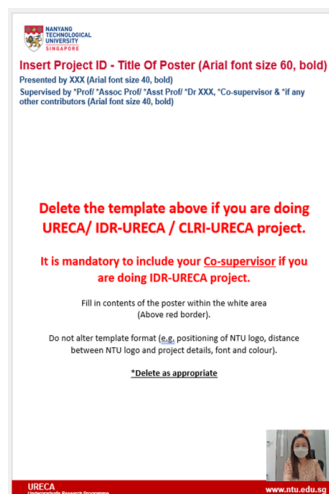   - ➢ **Vocabulary -** *Use simple and clear words / Avoid acronyms.*

> ➤ ***Visualization*** - *Align visual objects / Apply a uniform colour code.*
> *A roomy and colour presentation draws the attention and encourages reading.*
> *Local background can give context and highlight important ideas.*
> ➤ ***Illustrations*** - *Photographs: give the context and the scale. Complex equations,*
> *formulas / Graphs: simplify them to the maximum and only include if necessary.*

4. Suggested Poster Contents
   - 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)?

5. Create your video presentation *(only applicable **if you opt to participate** in the poster competition)*
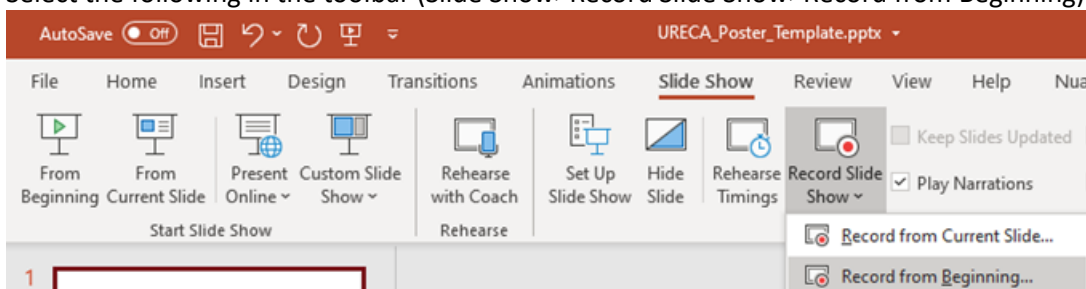
   Your video should allow viewers to watch you present as if you are at in-person poster exhibition with your poster in view (in the background).
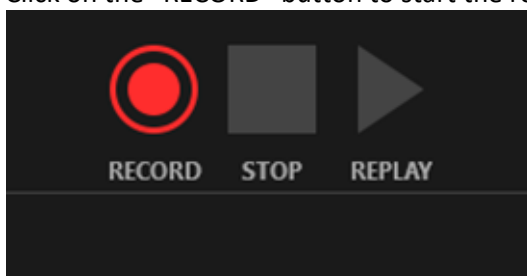
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Steps to create video presentation
1. Open your completed poster PPT document
2. Select the following in the toolbar (Slide Show>Record Slide Show>Record from Beginning)

3. Ensure your webcam is switched on
4. Click on the "RECORD" button to start the recording

5. Click on the "STOP" button when you have completed your recording
6. Click on the "X" button to exit the recording
7. Save your recording by going to File>Save As>Enter your File name, select Save as type "MPEG-4 Video (*.mp4)"
8. Upload your video presentation file to YouTube
9. After uploading your video on YouTube, please copy your YouTube video link
10. Input your YouTube video link in the Poster submission system

Your video can be recorded using a camera on your laptop/ tablet and uploaded to YouTube. Guide to upload video on YouTube and to unlisted your video on YouTube to protect your Intellectual Property.

"Unlisted videos and playlists can be seen and shared by anyone with the link. Your unlisted videos won't appear in the Videos tab of your channel homepage. They won't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.

You can share an unlisted video's URL with other people. The people you share the video with don't need a Google Account to see the video. Anyone with the link can also reshare it."

Poster Submission *(Hardcopy submission to URECA office is not required.)*

The poster submission deadline in URECA system via Student Intranet is **Friday, 31st March 2023, 23:59 (SG Time).**

*(Note: Poster submission contributes 20% towards your overall URECA assessment. **URECA student must submit his/her own poster and poster MUST NOT be identical to his/her URECA peer's.** URECA claim system is made unavailable from February until student's Research Poster is submitted.)*

URECA Research Poster Submission Guidelines

You are required to check the format and content of your poster are displayed correctly after converting to PDF prior to your submission. Students who opt to participate in the poster competition should ensure all requirements are met to avoid disqualification. **Revision of poster after electronic submission is not allowed.**

Log in to Student Link to upload your poster. The submission of your poster **should only be in PDF document** and **MUST NOT exceed 10 MB**.

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

Students who opt to participate in the Poster Exhibition and Competition must submit a 2 minute video explaining their posters based on their research directly for preliminary selection process.

Complete the following information in the URECA poster submission system:

- Poster Title according to your poster.
- Select Poster Category from drop down list (Refer to Appendix D - Poster Category listing and choose the category name that closely matches your poster content.)
- Upload your PDF poster
- Select Poster prepared for
  ( ) Assessment only.
  ( ) Assessment and poster competition.
- Remark – If you would like to leave a note to your supervisor and/or URECA administrator.
- Input YouTube video link only if you opt to participate in the poster competition

URECA Research Poster Submission Guidelines

APPENDIX A – FYP-URECA Template

NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

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
(Above blue 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

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URECA Programme Office / January 2023

APPENDIX B – 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 / CLRI-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
(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

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APPENDIX C – 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
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
	Food Science
Social and Behavioural Sciences	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
	Sociology
Education and Teaching	Curriculum Studies
	Education Research
	Education Studies
	Other Education
	Physical Education
	Professional Development of Teachers

Civil, Chemical and Material Engineering	Chemical engineering
	Resources engineering
	Civil engineering
	Maritime engineering
	Geomatic engineering
	Environmental engineering
	Metallurgy
	Materials engineering
Electrical and Electronic	Electrical & electronic engineering
	Communications technologies
	Computer hardware
	Other engineering & technology
Information Technology, And Computer Science	Mathematics
	Statistics
	Other mathematical sciences
	Information systems
	Artificial intelligence & signal & image processing
	Computer software
	Computation theory & mathematics
	Data format
	Other information, computing & communication sciences
	Media design and technology

URECA Research Poster Submission Guidelines

APPENDIX D - URECA Poster Electronic Submission Approval

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┌──────────────────────────────────────────┐                    Re-submit
│ Student creates & submits poster via      │◄───────┐  ┌──────────────────────┐
│ Student Intranet                          │◄─────┐ │  │ Student receives email │
└──────────────────────────────────────────┘      │ └──│ notification that      │
                      │                            │    │ poster is rejected by  │
                      ▼                            │    │ Supervisor             │
┌──────────────────────────────────────────┐      │    └──────────────────────┘
│ Supervisor receives email to view poster  │      │              ▲
│ via Staff Intranet                        │      │              │
└──────────────────────────────────────────┘      │              │
                      │                            │              │
                      ▼                            │              │
              ◇ Approve / Reject ◇  ──── Reject ───────────────────┘
              ◇ poster (Content) ◇
                      │
                   Approve
                      ▼
┌──────────────────────────────────────────┐          Re-submit
│ URECA administrator view poster via       │
│ Staff Intranet                            │    ┌──────────────────────────┐
└──────────────────────────────────────────┘    │ Student & supervisor       │
                      │                          │ receive email notification │
                      ▼                          │ that poster is rejected by │
              ◇ Approve / Reject ◇ ── Reject ──► │ URECA administrator        │
              ◇ poster (Format)  ◇               └──────────────────────────┘
                      │
                   Approve
                      ▼
              ◇ Participating in ◇ ──────────── No ───────────┐
              ◇ Poster Competition ◇                          │
                      │                                        │
                    Yes                                        │
                      ▼                                        │
┌──────────────────────────────────────────┐   ┌────────────────────────────┐
│ Poster review and recommend for           │   │ Student & supervisor        │
│ participating in Poster Competition by     │   │ receive email notification  │
│ URECA committee                           │   │ that poster is not          │
└──────────────────────────────────────────┘   │ selected for participating  │
                      │                          │ in Poster Competition       │
                      ▼                          └────────────────────────────┘
              ◇ Approve / Reject ◇ ── Reject ──►           │
              ◇ poster            ◇                         │
                      │                                     ▼
                   Approve                      ┌────────────────────────────┐
                      ▼                          │ Posters for URECA Archive   │
┌──────────────────────────────────────────┐   └────────────────────────────┘
│ Student receives email on the approved     │                │
│ poster & details for participating in      │                │
│ Poster Competition                        │                │
└──────────────────────────────────────────┘                │
                      │                                       │
                      ▼                                       ▼
┌──────────────────────────────────────────┐         ╭──────────────╮
│ Posters will be displayed at the Virtual   │ ──────► │ End of Cycle │
│ event site by URECA office                │         ╰──────────────╯
└──────────────────────────────────────────┘
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