

Poster Guidelines

1. **Complete an application online as soon as possible, but no later than Wednesday, May 3, at 11:59 pm at the link provided on the Poster Showcase website under the title application. You will then receive a link to submit your poster.**

Early submissions are encouraged.

2. Decide how to present your research as a poster. How, through images, charts, graphs, lists, or short paragraphs, can your poster communicate the essential points that you learned from your project?
3. Consider your artistic, design, and software skills.
 - You'll need at least three visuals— pictures, graphs, or charts. Each visual needs a caption, including your source (at a minimum—you may want to include more information in the caption).
 - Acceptable Programs and Formats:
 - POSTERS: Prezi.com, Powerpoint, or Infographics
 - SLIDE SHOWS: Must auto-run, or somehow be viewed without an operator
 - VIDEO: Youtube or Vimeo - with or without audio
 - Your project (poster, slideshow, or video) must stand on its own. Each submission must be self-explanatory, allowing judges to view it without a live presentation.
 - The run-time of videos and presentations must be no longer than five minutes.
4. Please do not include your name(s) or professor's name on the poster. You will include this information on the application and submission forms.

Use this checklist to make sure your poster qualifies for the Showcase. *Make sure you can check every box, or your poster will not be considered for a prize.*

- ☐ Your poster has at least three visuals (pictures, charts, graphs, illustrations).
- ☐ You have identified the sources of all information, including visuals.
- ☐ Your poster's title is clearly displayed.

- ☐ The name(s) of the poster creator(s) and their professors are not displayed.
- ☐ The format of your poster is on the approved list above.
- ☐ The run-time of videos and presentations is no longer than five minutes.

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West faculty and classified staff judges will evaluate posters, using the following criteria:

- **Clarity of idea** (poster makes sense; communicates your research well)
- **Depth of research** (poster demonstrates that you did significant research. *You must identify all your sources, both primary and secondary.*)
- **Aesthetic appeal** (poster is eye-catching; clearly conveys your intentions)

In addition, the Student Learning Outcomes Committee will be assessing selected posters for Institutional Student Learning Outcomes (ISLOs), which are mapped to courses. If you are uncertain which ISLOs apply to your course, ask your professor.

Helpful Hints:

1. Ask colleagues to review a draft with the above criteria in mind and make revisions based on their feedback.
2. If you are completing your poster to fulfill course requirements or for extra credit, be sure to follow any additional guidelines your professor provides.