



Undergraduate Research Symposium

Friday, March 22, 2024, Rozsa Lobby

Presenter Information and Poster Guidelines

Posters and Materials Guidelines

- Presenters should prepare, print, and bring one large poster describing their work. *See suggested poster design resources below for guidance on creating an effective poster.*
- Posters should completely fit within, and be affixed to, a **3 ft TALL by x 4 ft WIDE** foam core board. Easels, boards, and push pins will be provided at the Symposium.
- Presenters are encouraged to bring a limited number of small handouts summarizing their work to share with interested attendees.
- No three-dimensional items, aside from those that can be attached by means of tape or push pins to the poster, will be allowed. Due to space restrictions, no tables will be provided.

Poster Session Hours & Location

- All posters will be displayed in the lobby of the Rozsa Center.
- All posters must be set up at least 5 minutes before your session is scheduled to begin.
- General viewing will begin at 12:00 pm and concludes at 4:00 pm. Presenters are expected to be at their posters to answer questions and for judging for their entire time slot.
- Faculty poster judging will take place between 12:00 and 1:30 (Session A) and between 2:30 and 4:00 pm (Session B) on Friday, March 24.
- In addition to the campus community, the symposium is open to prospective students, their families, and friends as they register for Preview Day on campus in the Rozsa Lobby.
- Presenters should remove their posters from the Rozsa Lobby at the end of their session. Any posters not removed will be discarded.

Other Important Notes

- Business casual attire is encouraged. No jeans or t-shirts, please.
- Beverages will be provided to judges and exhibitors in the North Mezzanine area during the symposium.
- Pavlis Honors College staff will be present to assist you with setup and during the event.
- All presentation materials are subject to on-site approval by Pavlis Honors College staff.

Poster Design Resources:

- <https://libguides.lib.mtu.edu/posters>
- Join us for poster design workshops at the Library East Reading Room:
 - **Explain Your Project to Anybody - February 21, 2-3 pm**
 - Practice talking about your work or design in a concise, easy-to-understand way so you're ready to share at the Expo or Symposium. Come prepared to answer a few questions about your design! [Register](#)
 - **Posters, Images & Visualizations - March 7, 2-3pm**
 - Discover a range of tools and resources that will ensure your posters shine and your images and data are readable and appealing. The second half of the workshop will be devoted to open work time and questions. [Register](#)