HELPFUL TIPS FOR RESEARCH WEEK!

Things to Know for Research Week:

- Know where and when your presentation is so that you can show up on time and be ready to present your poster! Be on the look-out for an email confirming the date, location, and time of your poster presentation from the Office of Undergraduate Research (OUR).
- Poster templates are available on our website: http://www.jjay.cuny.edu/print-your-poster, so all you have to do is incorporate your information onto the poster template. Please read the instructions about how to design your poster, and use the appropriate size, white background, and black fonts!
- Please be aware that OUR will print, mount, and bring your posters to the designated presentation area so all you need to do is SHOW UP!
- Make sure to dress in business or business-casual attire.
- It might be helpful to practice what you are going to say before you present as well as prepare answers to possible questions about your research.
- Remember to greet those who come up to your poster and thank them for taking an interest in your research.

Things to Know for Designing your Poster:

- Know your poster from front to back! Faculty members, students, friends, and family will be asking you questions about your poster. You want to be able to answer any questions that might come up.
- Make sure your poster is clearly organized and visually appealing to the audience. This includes using columns, sections, and headings (introduction, conclusion, findings.)
- Use fonts that are easy to read which means no fancy cursive fonts that people might not be able to read clearly. Recommended font should be 18-24pt.
- Try to avoid using too much text. This means use short phrases or sentences to summarize your work effectively. No more than 800 words maximum is recommended.
- Make sure your images are not fuzzy but of the best resolution quality so that your audience can easily see and understand your findings.
- Avoid using jargon that your audience may not understand. It is better to use language that is as clear as possible.
- Make sure to never leave your poster unattended! Stand by your poster the entire time of the event because you never know who might show up!
- Use the templates that are provided! Please do not try to use your own. This will make it easier to design your poster and make it easier for your audience to understand.
- Please remember to use white background and black fonts!
- You might want to consider having a checklist completed before Research Week to make sure you are on the right track for a successful presentation!