EXPO PARTICIPANT INFORMATION AND POSTER PREPARATION

PUBLIC POSTER VIEWING SESSION
The Student Scholarship Exposition will have a "Public Poster Viewing Session" in which your scholarly works will be showcased. These guidelines apply principally to traditional "poster" presentations. The poster presentation session is designed to allow you and an audience to dialog about your work. During the session, faculty, staff, students, and other attendees will walk throughout the displays and talk with those presenting their scholarly work. This format provides you with a unique opportunity to showcase your work in an extended visual method of presentation. Participant abstracts are published in the Expo Abstract booklet and students can include their presentations on resumes and graduate school applications.

JUDGING SESSION
On the day and time of your assigned evaluation, please arrive at least 10 minutes early. A group of three judges will visit with you during your judging session. Be prepared to discuss your project for 10 minutes, including enough time for judge Q & A. You may leave once your project has been evaluated. Judges include BU Faculty members, external professionals from local businesses, and faculty from other institutions who are recognized experts in their disciplines. Project awards will be evaluated in six Areas of Knowledge. You may leave the judging session once your project has been evaluated.

JUDGING & AWARDS
Judging and evaluation of individual projects is optional; however, non-judged participants are not eligible to receive awards. Awards are summarized in the following:

President’s Awards: $1,000 to one Graduate Project and one Undergraduate Project
Provost’s Awards: $500 to one Graduate Project and one Undergraduate Project
Dean’s Awards: $250 to one Graduate project and one Undergraduate Project in each of the five Colleges

In addition, one Honorable Mention Award will be selected in each of the six Areas of Knowledge and receive a certificate at the award ceremony. The Areas of Knowledge include:

- Visual, Literary, & Performing Arts
- Individuals & Societies
- Natural Sciences
- Engineering, Computer, & Mathematical Sciences
- Human Service
- Business Sciences

Judges reviewing presentations will be looking for the following:
- Quality of research or creative endeavor
- Students command of the subject
- Topic interest to a broad audience
ABSTRACTS
Project abstracts should be limited to 250 words. In your abstract, include the project title, all names of students involved, faculty mentor names, department and college.

POSTER SET UP & DISPLAY ASSIGNMENTS
Poster locations and judging time slots will be available on the Expo webpage two weeks prior to the event. Please refer to the Expo schedule for dates and times for poster set up. A registration table will be available during the set up where you will check in and receive your display materials, including an easel, a 4’x6’ black foam board, and clear thumb tacks. Once you have set up your poster, no other participation is necessary until your assigned evaluation time, which will be announced on the OTEFD website one week prior to the event.

POSTER GUIDELINES
Your poster should address key points of your work and should not include overly detailed information. You will be given the opportunity to provide the fine points about your work to the faculty judges and to others who are interested as they review your poster. Well-prepared posters facilitate discussion and achieve good coverage of the topic while maintaining clarity. We suggest that your poster provide a brief overview of your work in an attractive manner.

A 4’x6’ black foam board and easel will be provided for your poster. In order for all of the posters to have a uniform appearance, we suggest that you have a poster printed that fits on the provided 4’x6’ foam board and can be attached with thumbtacks. All presentation materials must fit within the designated space. Be sure to carefully prepare your poster well in advance of the Expo. There will be no time or materials available for last-minute preparations. If you believe that you might need certain materials to repair your poster or to secure it to the foam boards, please bring these materials with you. Tape or other adhesives are not allowed for attaching posters to the foam boards.

The title of your poster should appear in banner format at the top of your poster in capital letters about 1” high. Below the title, put your name (or the names of the individuals in your group) and the category in which you are competing.

It is suggested that the flow of your poster should be downward in columns, starting at the top left and ending at the bottom right. Most posters include a brief introduction, a methodology section that includes subject information, procedures, results, and conclusions. Avoid jargon and ensure that your conclusions leave observers with a concise understanding of your most-important findings.

You may wish to use color for highlighting and to make your poster more attractive. Creativity is important. You may use pictures, photographs, diagrams, figures, tables, cartoons, and so forth.

Try not to overwhelm observers with excessive text. State your main result in six or seven lines or less, in lettering about 5/8” high. Make sure that your poster can be read from a distance. The smallest text on your poster should be at least 3/8” high and your important points should be in a larger type. Try to craft your poster to be as self-explanatory as possible, which will facilitate your discussion with the audience during the session.

For the public poster viewing session, you should prepare an oral presentation (several minutes in length) that you can periodically deliver to those who assemble around your poster. Be ready to give this presentation several times as people move through the displays. Plan to spend the
entire session at your poster.

If your poster is a group effort, more than one author should attend the session to aid in the presentations and discussion, and to provide the main presenter with a chance to rest or answer questions individually with those who have detailed questions.

EXPO CHECK OUT
At the conclusion of the public poster viewing session, please disassemble your poster stand by removing all tacks and materials from the foam board. Easels should be folded up and returned to the check-out table, along with the tacks and foam board. There will be designated areas for each item. After returning your project display items, you will receive your Expo participant items. Any materials left after 6:00PM will be discarded.