



COLLEGE of  
CHARLESTON

UNDERGRADUATE RESEARCH  
AND CREATIVE ACTIVITIES

## 2017 Celebration of Summer Scholars: Guidelines for Poster Participation

**Location:** Addlestone Library, 1<sup>st</sup> Floor

**Date and Time:** Friday, August 25<sup>th</sup>, 2017, 3:00 pm – 5:00 pm

**Reservation Form:** A completed reservation form must be received by noon on Friday, August 4, 2017. This may be sent to [urca@cofc.edu](mailto:urca@cofc.edu) or delivered in person to the URCA Office, 6 Green Way, second floor. It is important to make sure that you turn your form in early as space is limited and many students conducting summer research are required to participate in this poster session. Student researchers in all disciplines are encouraged to participate.

**Check In:** Check-in will begin at 2:15 pm in the Addlestone Library on the first floor. Please check in to determine where your space assignment is located.

**Set-Up:** Posters should be in place by 2:45 pm. The Lead Presenter (preferably a student) must be in attendance from 3:00 pm – 5:00 pm to answer questions and discuss the work.

**Tear Down:** Posters or exhibits should NOT be removed before 5:00 pm. Any poster left after 6:00 pm will be disposed of.

**Audience:** The session is open to the public but targeted to CofC students, faculty and staff. Assume that the attendees will NOT be experts in the area of your project so please be prepared to explain your research accordingly.

**Poster Size:** Posters should not exceed 36" x 40" The orientation of the layout may be either horizontal or vertical. Each poster will be mounted on a cork board or foam board with push pins. **Mounting materials will be provided.**

**Notes about Posters:** Many of you are familiar with poster sessions and with the communication of project results by poster. For others, this poster session might be your first attempt at participation in a poster session. There are almost as many ways to approach a poster session as there are poster makers ~ for tips on creating a poster visit <http://www.craftofscientificposters.com/>. Students should also consult faculty mentors for advice on creation of the poster. If you would like to see a few actual posters, the science faculty and students hang them in the hallways of the Science Center ~ if you walk the halls of SSMB you will see several different styles and layouts.