

2024 Poster Competition In-Person Competitors Guide

Event Information:

Date: Friday, March 8th

Time: 9:00 a.m. – 12:00 p.m.

Location: Student Union Building Ballroom

Deadlines:

Please note that the deadlines are firm. Production of the event program, rubrics, and printing of the posters are contingent upon abstracts and posters being submitted by the deadline.

Abstract & Poster Due: Friday, February 16th, no later than 5:00 p.m.

Poster Competition Results Announced: On or before Wednesday, March 13th.

Registration:

Abstracts and posters for in-person participants need to be submitted on [this website](#).

Competition Overview:

The 2024 competition will be held in person. The day of the event, students will present their posters from 9:00 a.m. to 12:00 p.m. Student competitors are strongly encouraged to be present from 9:00 a.m. – 12:00 p.m. Judges will arrive between the listed hours to score posters and ask questions.

Abstract Guidelines:

Abstracts **cannot exceed 250 words** and should briefly describe the research. Abstracts should be written for a non-specialized audience due to the interdisciplinary nature of the competition.

Poster Guidelines:

Examples and additional resources can be found on page 3.

Posters CANNOT exceed 48" x 36". Please ensure that your poster meets the size requirements. Posters that exceed 48" x 36" will not be eligible to participate on March 8th.

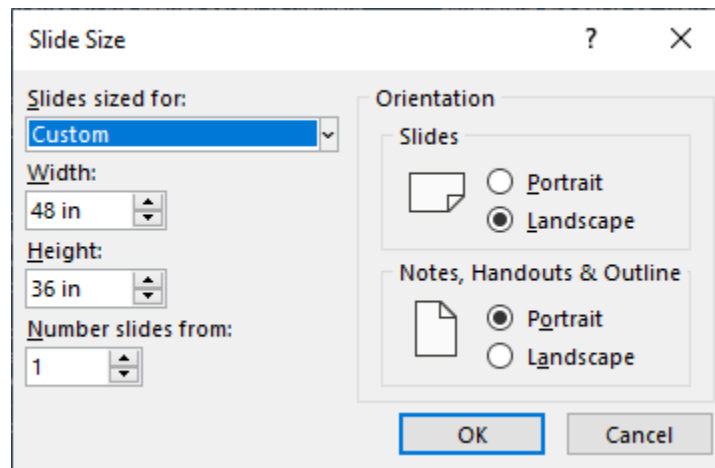
General guidelines for posters can be found below. The Graduate School will print all posters submitted by February 16th at no cost to the student. Posters that Graduate Student Life prints will also be set up by our staff.

If you prefer to print your poster, you will be responsible for printing, payment, and setup. Competitors must have their poster set up by 8:30 a.m. on Friday, March 8. Graduate Student Life will provide the tools (putty, thumbtacks, Velcro, etc.) to hang the poster. **If you are**

printing your poster, you must submit a final version with your application by Friday, February 16th.

Specifications:

- Is the document orientation for your poster set to landscape?
- Is your poster the correct size (48"x 36")?
 - In Microsoft PowerPoint, open a new file.
 - Select *Design* from the toolbar at the top of the screen.
 - Select *Slide Size* and *Custom Slide Size* found on the far-right side of the screen.
 - Ensure that your Slide Size is set up like the image below.



- Select *OK* and begin designing your poster and entering your research information.

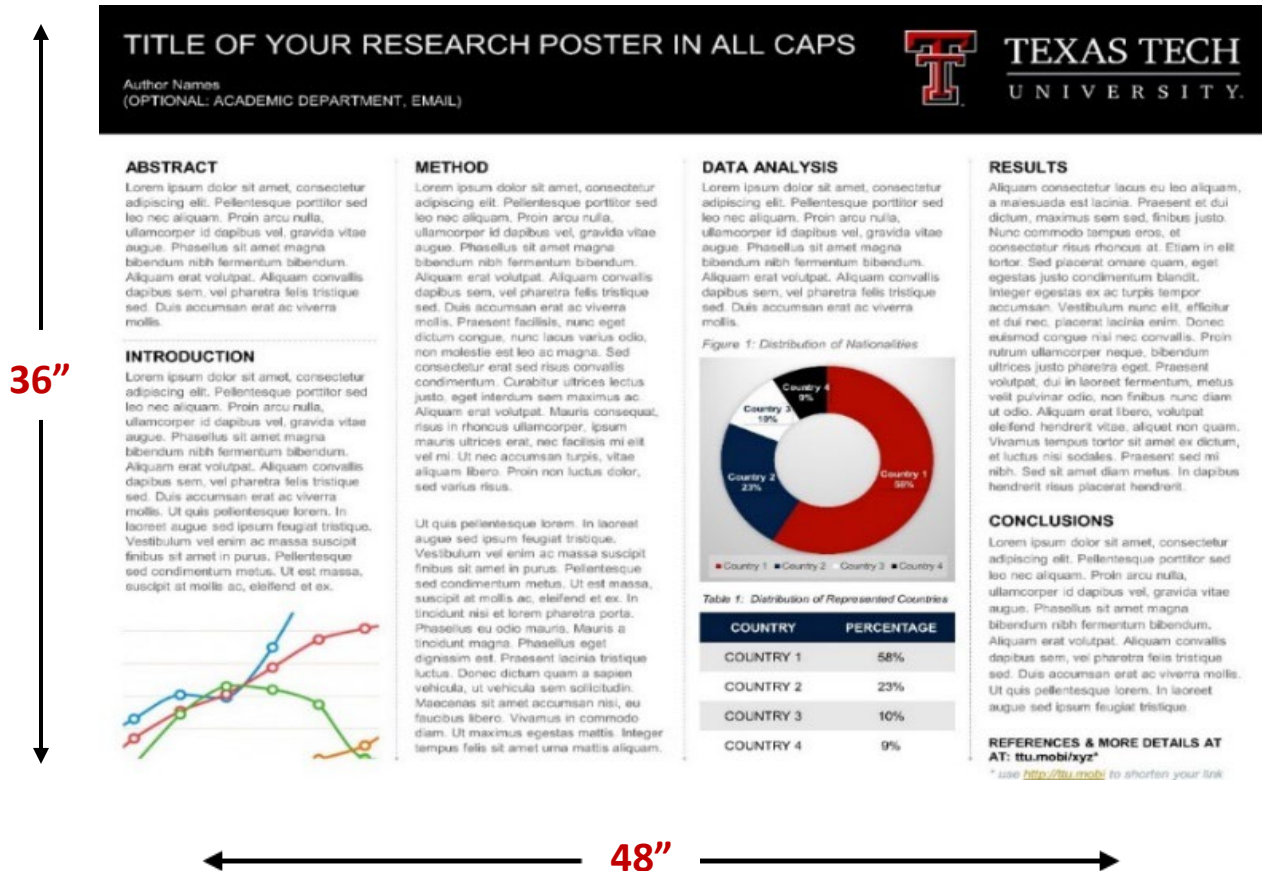
Poster Development:

- Is your poster written with a non-specialist audience in mind?
- Is there enough background/contextual information for a non-specialist to understand your work and its significance?
- Did you discuss the implications of your research for your field and the community at large?

Proofing:

- Did you proofread your poster, including the headings?
- Are all the special symbols, tables, and mathematical equations correctly displayed?
- Are images clear (not blurry) and properly embedded (not covering up text)?
- Is your name (and the names of any co-authors) listed?
- Did you include your title?
- Is your file saved as a PowerPoint or PDF file?

Poster Example



Need more help?

Attend the Poster Design and Presentation Workshop offered by the University Library on Friday, February 9th. The workshop is virtual. [Click here to register.](#)

Do you need a poster template or official TTU logos?

Visit the Teaching, Learning, & Professional Development Center [website](#) for helpful design tips. The site also includes a template for a 48" x 36" poster and official TTU logos.

Where can I print my poster?

On Campus:

We recommend visiting the websites listed below for more information and pricing.

[Huckabee College of Architecture – Print Bureau](#)

[College of Human Sciences Technology Services – Printing Services](#)

[Copy/Mail](#)



Off-Campus:

There are several printing companies in the Lubbock community. We have listed a few below that students have used in the past. Please get in touch with these companies directly for more information and pricing.

[FedEx/Kinkos](#) (multiple locations)

[UPS](#) (various locations)

[Office Depot/Office Max](#) (various locations)

[Midtown Printing & Graphics](#)

[Slate Group](#)

FAQ's:

- **Will participating in this competition count as an excused absence?**
Yes. All Graduate School research competitions are university-sanctioned activities, constituting an excused absence. If you need an excuse note, please email studentlife.gradschool@ttu.edu to request one.
- **I made an error on my poster; can I update it before the competition?**
If Graduate Student Life is printing your poster, please contact us at studentlife.gradschool@ttu.edu for assistance.
- **What should I wear for the competition?**
We highly recommend professional business attire.
- **I don't have professional business attire. What should I do?**
We recommend visiting the University Career Center for information on their career closet. They have a variety of business professional attire for all individuals.
- **I can't stay the entire time. What should I do?**
Please notify Graduate Student Life at studentlife.gradschool@ttu.edu as soon as possible.
- **How many judges will I see?**
All students should see at least three judges. We have over 250 people volunteering as judges, and while we hope they all show up the day of the competition, several do not. If most judges show up, you may see five to seven judges.
- **My information is wrong in the program.**
Our staff used the information you entered on your application for the event program.
- **Can I invite my professors/friends/peers to the event?**
Yes. The event is open to guests, students, faculty, and staff.



- **What should I expect the day of the competition?**
Final details will be sent to all students the week of the competition. Please check your email for additional information.
- **How are the winners determined?**
The judges score the competitors on a scale of 1-5 in 6 areas. The total possible points from each rubric is 30. For example, if every competitor in your competition category met with five judges, the highest four scores will determine a winner. If there is a tie, the 5th and lowest score will be added to the total to break the tie.
- **When will the winners be announced?**
Competitors will be notified via email on or before Wednesday, March 13th. Results will also be posted on the Graduate School website.
- **How many winners will there be?**
Each competition category will have a first-, second-, and third-place winner.
- **What happens if I win?**
Winners will receive a monetary prize that will be posted to your student account. Prize amounts are to be determined.
- **I would like a copy of my rubrics. How do I get them?**
Graduate Student Life will provide competitors with a digital copy of their rubrics if requested via email by the competitor. We will not release rubrics to anyone without the written consent of the student competitor.

To request a digital copy of your rubrics, please email studentlife.gradschool@ttu.edu. Please note that your rubrics will not be available immediately following the competition. We will begin sending scanned copies the week of March 18th.