TEXAS TECH UNIVERSITY
Graduate School

2024 Poster Competition Virtual 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, and Video 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 participants need to be submitted on this website. Pre-recorded videos need to be emailed to studentlife.gradschool@ttu.edu.

Competition Overview:

Students competing virtually will have their pre-recorded videos evaluated by a panel of judges on Friday, March 8th. Like the in-person competitors, pre-recorded videos will be evaluated between 9:00 a.m. and 12:00 p.m. on Friday, March 8th. Virtual participants do not have to be available on the event day. Judges will complete digital rubrics for virtual participants and evaluate and score the pre-recorded videos and posters according to the same criteria as the students participating on campus.

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.

TEXAS TECH UNIVERSITY
Graduate School

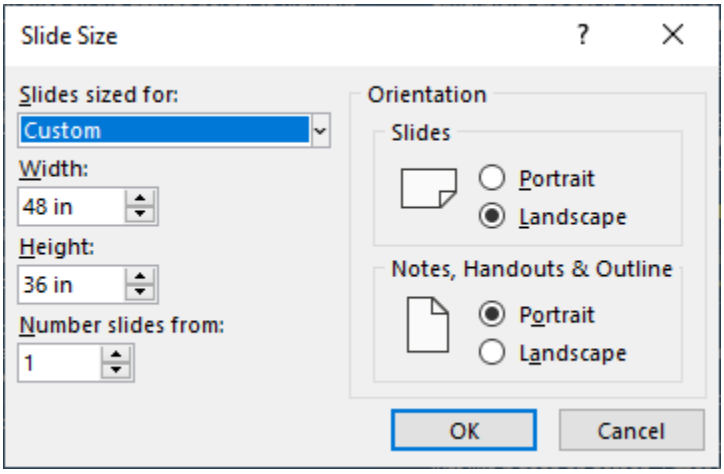
Poster Guidelines:

Examples and additional resources can be found on page 3.

General guidelines for posters can be found below. Although posters for virtual competitors will not be printed, it is essential that they still follow the guidelines below.

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:

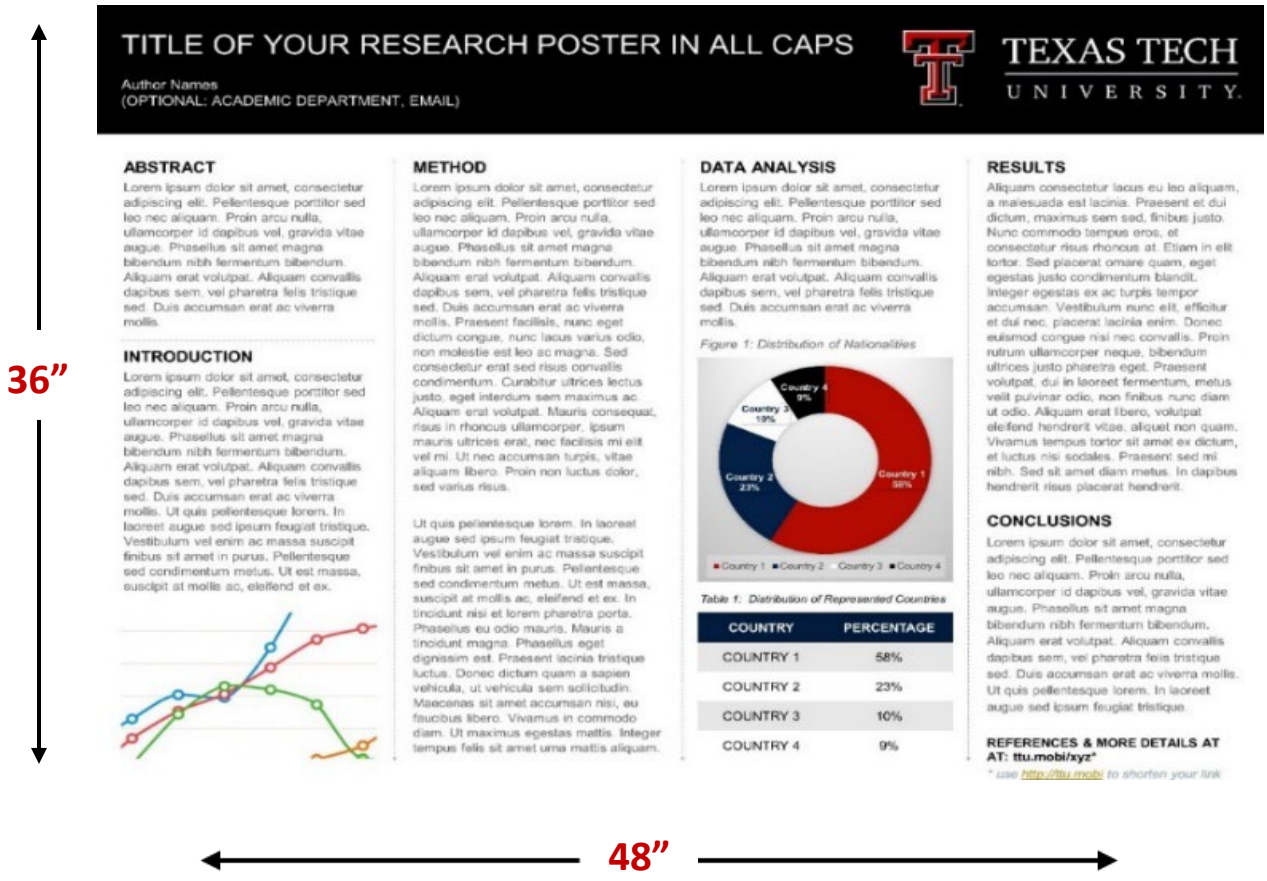
- ☐ Is your poster written with a non-specialist audience in mind?
- ☐ Is there enough background/contextual information for a non-specialist to understand your work and its significance?
- ☐ Did you discuss the implications of your research for your field and the community at large?

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?

TEXAS TECH UNIVERSITY
Graduate School

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.

Video Guidelines

- Video presentations are due **Friday, February 16th, by 5:00 p.m.** Videos not submitted by the deadline will not compete in the event or be scored by the judges. Videos need to be emailed to studentlife.gradschool@ttu.edu. Videos can be emailed as an MP4 file or a OneDrive download link.
- Students are welcome to use any video recording platform they would like.
- Video presentations **CANNOT exceed 5 minutes**. Competitors exceeding 5 minutes are disqualified.

TEXAS TECH UNIVERSITY
Graduate School

- Video presentations are considered to have commenced when a presenter starts their presentation through speech.
- Videos must meet the following criteria:
    - Filmed on the horizontal.
    - Filmed on a plain background.
    - Filmed from a static position.
    - Filmed from one camera angle.
    - The presenter and the poster must be visible throughout the entire video presentation.
- An introduction slide will be displayed before each video presentation, including the competitor's name, academic information, and presentation title. The Graduate Student Life team will create this; you do not need to create this in your presentation.
- After the introduction slide, the video presentation will begin.
- The video slide will include a full-screen image of the video with the competitor and poster visible on the screen. If the presenter obstructs portions of the poster, the score will not be affected.
- Once the video is complete, a closing slide will be displayed with a full-screen image of the competitor's poster.
- The decision of the judges is final. Competitors will not be judged on video/recording quality. Judging will focus on the presentation and the student's ability to communicate research to a non-specialist audience.

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/video; can I update it before the competition?**
  Please contact us at studentlife.gradschool@ttu.edu for assistance.

- **What should I wear for the competition?**
  We highly recommend professional business attire.

- **How many judges will see my video presentation?**
  We typically have 7-9 judges score the video presentations. This is the same number of judges for students competing in person.

- **I would like a copy of the program. How can I get one?**
  Please email us at studentlife.gradschool@ttu.edu for a digital copy of the event program.

TEXAS TECH UNIVERSITY
Graduate School

- **My information is wrong in the program**.
  Our staff used the information you entered on your application for the event program.

- **What should I expect on 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. 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.