

## Poster presentation guidelines

This document is adapted from the NSF-sponsored GEOPATHS program at UTSA. It intends to guide the development of poster presentations and outlines headings and content that are generally applicable to most academic research. Where needed for clarity of communication, customization is encouraged. For example, the headings can be made more specific and the layout can be modified to allow for reporting of more results. However, the **content** described in each section below must be presented in a way that it will be clear to faculty who will judge posters.

A PowerPoint template is provided as a PowerPoint file on the symposium website. All posters must be produced in a landscape orientation. Since presentations are delivered and eventually recorded with ZOOM, there is no size requirement, however make sure that text and figures remain legible.

We encourage you to submit your poster before the date of the symposium: we are planning to publish posters on the symposium website to give attendees some time to explore them. You can submit:

- A PDF file of your poster
- A 2-3 minute-long presentation of your poster (mp4 file); see section 2 for guidelines on how to record your presentation using ZOOM

Submission of the file (PDF or mp4) is due on Thursday, **September 3 by 12 pm**. Name your poster file as [LASTNAME]-[SESSION#].mp4 or [LASTNAME]-[SESSION#].pdf, and submit by email to [earth-symposium@utsa.edu](mailto:earth-symposium@utsa.edu). For large files (> 15 Mb) you can send a link to a cloud storage.

### 1 Preparing the poster

#### 1.1 *Research problem or gap in knowledge*

The aim or objective of the research should be described. The text **can reflect the larger project that the work tasks feed into**.

This section can also include background knowledge related to the research aim and in this way functions as a traditional scientific introduction.

Potential figures: picture from a publication that highlights the gap in knowledge and/or research aim, or that is relevant to background knowledge (e.g., conceptual model).

#### 1.2 *Objective of the work tasks*

This section should **summarize the objective or goal of the work tasks** assigned and how it contributes to the overall aim of the research, **leaving the details to the next section**.

Potential figures: location of the study area, flowchart showing how tasks performed eventually embedded into a larger project.

#### 1.3 *Methodology*

This section includes **the details of the fieldwork, lab analysis, all computations, modeling, and any other type of data analysis used in completing the work tasks**.

If other existing data or results are combined with the work effort, they should also be included here to the extent that the connection between them is clear for understanding the Results section.

Potential figures: diagram/picture of equipment used, interns working in the field or lab, the samples processed, equations for computing variables and completing data analysis, flow chart of modeling steps.

#### *1.4 Results*

**This section includes a description of all outcomes of the work tasks**, which may include the data generated and specific scientific results (e.g., grain size distributions).

Potential figures: graphs and/or tables of work results, microphotographs, maps, etc.

#### *1.5 Discussion*

This section includes a **substantive interpretation of the analysis of data and/or a description of how the results add value/contribute to the overall research aim**.

Potential figures: any diagram that synthesizes the results obtained by interns, makes comparisons between these results and the larger project or data/results from the scientific literature.

#### *1.6 Conclusion*

This section includes a brief summary of the key outcomes of this research and how they contribute to improve the general knowledge of the field.

#### *1.7 References cited*

This section lists all references cited in the text of the poster in a consistent style.

#### *1.8 Acknowledgements*

This section describes aspects that made the work possible, which should include individuals who were particularly helpful and any financial support from research grants supporting the project worked on.

## **2 Recording the poster presentation**

If you choose to submit a video of your poster presentation before the symposium, think about an efficient way to present your poster to an informed audience in up to 3 minutes. When recording your poster presentation, remember to dress professionally. When in doubt, always dress up not down. Choose a neutral background without cluttering to avoid distraction.

The poster presentation can be recorded in ZOOM: you can record a shared content (your poster) while including your speech about your poster.

- Start ZOOM
- Start 'My Personal Meeting ID (PMI)' in the welcome window of ZOOM (Figure 2).

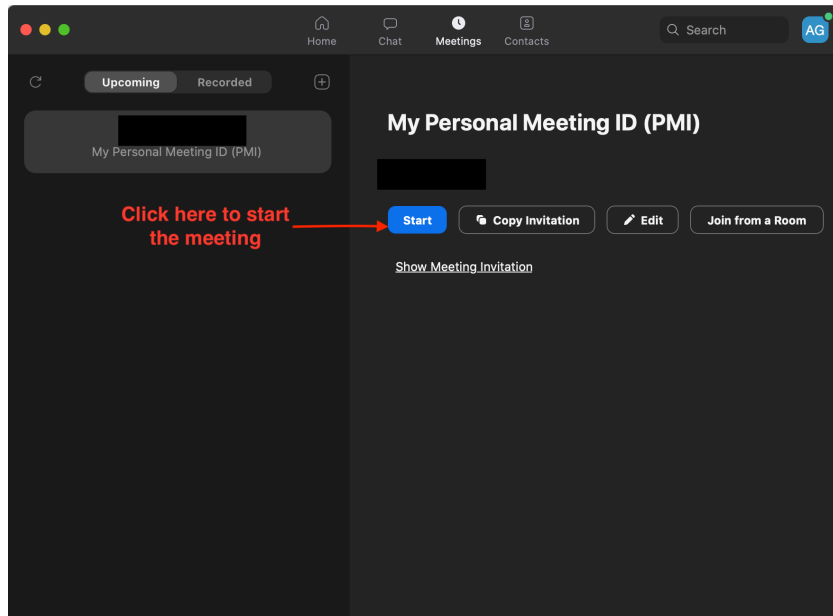


Figure 2: Starting the personal ZOOM meeting to record the poster presentation.

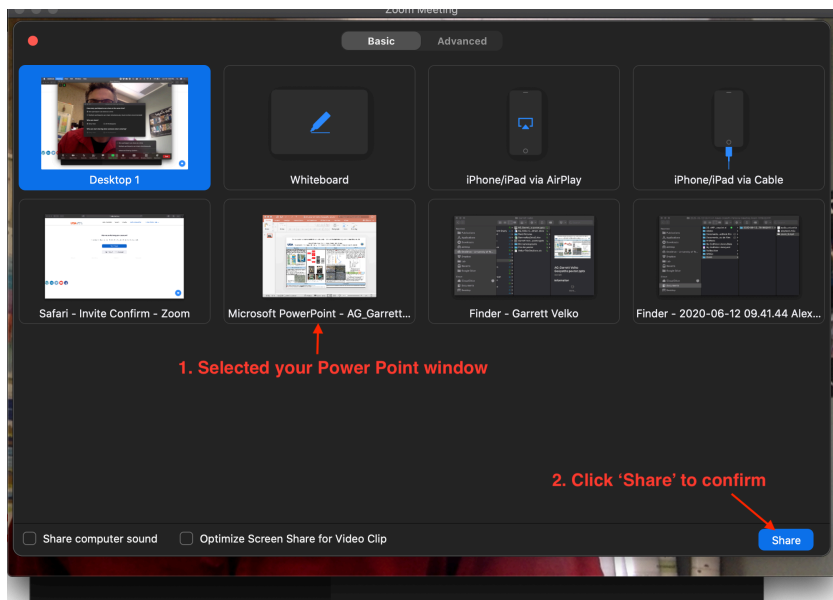


Figure 1: Sharing your screen content in ZOOM.

- Start the video and share your poster (Figure 1).
- Display your poster in full screen (not in presentation mode), otherwise you will not be able to zoom in and zoom out the poster; the mouse cursor will serve as a pointer.
- Hover the mouse cursor to the top of the window to access ZOOM menu and select 'Record'.
- Present your poster; you can zoom in / zoom out as needed to show details of a figure or of the text to attendees.

- We recommend that you do not minimize the camera window, so that people will still see your face, but you can move that window around.
- When the presentation is finished, stop the recording.
- Quit the meeting to allow ZOOM to finalize the recording of your presentation that will be saved as a mp4 file on your local drive.
- Rename your poster presentation file as [LASTNAME]-[SESSION#].mp4

**Deadline: Recorded poster presentations MUST be emailed to [earth-symposium@utsa.edu](mailto:earth-symposium@utsa.edu) by September 3, 12 pm.**