A CELEBRATION OF SCHOLARSHIP

JOHN CARROLL UNIVERSITY

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Virtual Poster Presentation Guidelines

This year, the Celebration of Scholarship posters will not be printed and presented as it's been done in previous years. Instead, you will present your poster virtually on the ForagerOne Symposium website. To see an example of a virtual poster presentation see the [Symposium demo poster](#).

This guide will help you create and upload your poster presentation for the 2021 Celebration of Scholarship. (For information about other video submissions, see the **Video Presentation Guidelines** document.)

POSTER CONTENT

The ideal poster is designed to tell the story of your research project:
- What question(s) did you ask, how did you strive to answer your question(s), and what did you conclude from your studies?
- Where are you now? Is this the end of your work, or a step in a longer journey?
- What have you learned through your research?
- What is the key idea you would like your audience to remember about your project?

Consider your audience members, who may not be experts in your field, in order to invite conversation and attract attention.

POSTER DESIGN

- Create a title that is short and will draw interest.
- Include your name and names of any collaborators.
- Be concise. A word count of about 300 to 800 words is most effective.
- Use text that is clear and to the point.
- Use bullets, numbering, and headlines to make it easy to read.
- Add graphs, charts, and photos with colors and fonts that are pleasing to the eye.
- Create a consistent and clean layout. Your story should "flow" logically.
- Include acknowledgments of your advisor(s) and any external institutions (e.g., Cleveland Clinic)

POSTER CREATION

You can use PowerPoint or Google Slides to make your poster. *Getting Started* instructions are below. Your complete Poster Presentation will include the following:
1. **.pdf** file upload of your poster
2. A link to an online YouTube video of your 3 - 5-minute presentation of your poster

POSTER SPECIFICATIONS

- Dimensions: Final poster dimensions can be up to a maximum of 48″ wide x 36″ tall landscape format or 36″ wide x 48″ tall vertical format (although the posters will not be printed, these dimensions impact the scale of your materials.)
- File format: your final completed poster will be saved as a **.pdf** file
- The poster file size may not exceed 10MB. If needed, use an online tool such as [Smallpdf](#) to compress the file.

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Getting Started on Your Poster

PowerPoint

1. In PowerPoint, begin by creating a 1-slide PowerPoint presentation - choose a blank slide. (The entire poster must be contained in only one slide.)
2. Adjust the slide size to make the poster dimensions a maximum of 36″ x 48″ or 48″ x 36″ or a smaller size if desired.
3. Save your poster as a .pptx file while you are working on it. (When you are all finished and ready to submit your poster, save a copy as .pdf)
4. The poster file size may not exceed 10MB.

Google Slides

1. Go to slides.google.com in your browser
2. Click the big "+" symbol to start a new slideshow
3. In "File / Page Setup" choose "Custom" and set the size of your slide to 48" x 36" or 36" x 48" or to a smaller size if desired.
4. In "Slide / Apply Layout" choose "Blank"
5. When you are all finished and ready to submit your poster, choose "File / Download" and choose "PDF Document"
6. Make sure your PDF does not exceed 10MB before submitting it.

Poster Presentation Recording Guidelines

Create a video to accompany your poster in which you present as if you were at an in-person poster session. Aim to keep your presentation short (between 2 - 3 minutes; 5 minutes maximum.)

1. The video should be a narration of your findings presented on the poster including:
   - Your project goals
   - Your main research activities
   - What you learned

2. Recording tools:
   - Zoom – your JCU account allows you to record video.
   - Canvas Studio – your JCU Account allows you to record video.
   - iMovie
   - A phone or laptop

3. Upload the video file to YouTube with the visibility set to "unlisted" to make sure your video does not appear in search results or on your channel. Your video can now only be accessed with the unique link.

4. For more help see: Uploading Videos to YouTube and Setting your Video as Unlisted or see the list of Help Guides at the end of this document.

Uploading Posters Presentations to ForagerOne Symposium

1. The Presentation Application can be found on the "Applications" tab of the JCU Celebration of Scholarship website. This application form will allow you to upload your submission directly to the Symposium event website.

2. On this form, you will add information about yourself and any co-presenters, your poster title and a short descriptive abstract. You will be asked to include the name(s) of your advisor or course instructor. All this information will appear on the event site as entered.

3. Click all the presentation categories that apply to your submission. These categories will make it possible for the Celebration audience to search and filter posters on the event page.

4. If you want to participate in the **Poster Competition**, make sure you indicate this on the Competition Option field.

5. Upload the **.pdf** file of your poster. It must not exceed 10 MB.

6. Upload the YouTube link for your video. Again, we recommend marking the video as "unlisted" to ensure the video does not appear in any public searches including YouTube or Google.

7. All submissions to the Symposium event website are final, so please complete the form carefully. All questions or problems should be directed to celebration@jcu.edu.

All the video and poster presentations will be visible on the **Presentations** tab of the Celebration of Scholarship Symposium website beginning on April 12. Presentations will be posted in random order, but they can be viewed by filtering the presentation categories or using the search bar function.

The Optional Poster Competition

When you are completing the Presentation Application, you will have the option to enter your poster in the Poster Competition. Poster judges will be JCU faculty, staff, and local community members, people with a variety of backgrounds and areas of expertise. The judging sessions will be held throughout the event and will be scheduled after all the entries have been submitted. The following prizes will be awarded:

> First Prize: $200
> Second Prize: $150
> Third Prize: $100
> 4th-10th Prizes: $50

All the winning posters will be archived in *Carroll Collected*, the permanent research database maintained by Grasselli Library. However, all participants have the option of entering their poster into the archive.

Responding to Comments in ForagerOne Symposium

At any time during the conference (and for one year afterward) the prerecorded poster and video presentations can be viewed. Viewers who have created a Symposium account and have logged into the Celebration event website can leave written comments (compliments, thoughts, encouragements, and suggestions) for the presenters. The presenter will receive an email when a comment is posted and the presenter will have the opportunity to respond to the comments.

Expectations for presenters:
- Log into the Symposium website at least 3-4 times between April 12-April 15.
- Comment and engage with at least three of your fellow presenters.
- Answer the questions and comments on your own presentation before the end of the day on April 15.

Guidelines for commenting:
- Please be courteous when offering critiques.
- Questions, comments, and responses should be collegial and respectful of all presenters and visitors.
- Carefully read, view, and listen to posted work before posing thoughtful questions, civil comments, and/or constructive feedback.

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Help Guides

Instructions to create your first YouTube video.
Instructions on creating narrations for a slideshow presentation.
Instructions to record your Zoom meeting and access the recording.

Other

Other Zoom Guides from JCU ITS.
Canvas Studio guide.
How to record using iMovie.
Contact the JCU Center for Digital Media

All questions about Celebration of Scholarship can be directed to celebration@jcu.edu.