

**'New Directions' Showcase Event: March 6, 2019.**

**Staff Group Poster Exhibition Guidelines**

**Dr Mike Wride, CAPSL, Trinity College Dublin, November, 2018**

- November 28-30, poster preparation CoP sessions (with Mike present) will be held in order to form sub-groups of 5 and brainstorm and develop your poster projects for the showcase event;
- Following the poster preparation sessions, you will need to arrange meetings with your sub-group members to continue with the project;
- The emphasis is on what can emerge from the group working together;
- There should not be five disconnected 'parts' to the poster (one part for each person), but a common theme or thread running through the poster, so that it is a 'coherent whole';
- In putting your poster together be creative - can you use photographs, art work, drawings, figures, diagrams etc that enhance/add value to what you are saying?

**Example projects should be of good practice in teaching & learning and may include, but should not be restricted to, the following:**

- a teaching initiative for large group teaching;
- applying technology to enhance teaching
- creativity in the classroom;
- introducing a new type of assessment;
- reflecting on teaching and/or learning;
- novel method(s) of evaluating your teaching;
- using learning outcomes to promote student learning;
- using peer- and/or self-assessment
- responding to student feedback;
- facilitating group work
- Promoting student self-regulation and motivation

**At the showcase event we would like you to give a brief presentation about your group's poster (Details to follow).**

**POSTER PREPARATION GUIDELINES**

During the November poster preparation sessions, you will brainstorm ideas in your groups.

Your group will then explain the idea for your poster to the other participants who will feedback on and discuss it.

In your group, you should complete the following template for task completion for your poster:

**Title of group poster:** \_\_\_\_\_

**Brief Overview of your idea:**

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Name	Tasks to be completed by date: _____

**You should produce a poster that:**

- Is logically organised, visually appealing and neatly presented;
- Is well written but concise;
- Includes photographs/graphs/tables/diagrams relevant to the project that are well presented and easy to see with appropriate titles and captions and labels that are easy to understand;
- Don't clutter the poster, create clear diagrams and don't use excessive writing;
- Uses a font size not less than 28 point for all parts of the poster with the title size 96 point.

A suggested structure for the layout of the poster is: **Title, Authors and Affiliations, Aims, Overview, Impact, References, Acknowledgements, Contact Details.**

Please use the template provided as the starting point for the poster – but please don't feel restricted by this structure; we encourage you to be creative. You will need to coordinate the work within the group. The size is AO in landscape format.

**Please submit your poster by Feb 15 2018 (feedback by Feb 22, 2018) to allow time for printing.**

## **More Information on Producing Posters**

**Adapted from “Posters with Power Point - Design Notes”, University of Lancaster, UK, Feb 2016**

### **Designing an A0 sized poster**

A Poster is a visual medium that will help you present an overview of your selected topic. You are then free to talk to the people that come to view the poster and answer any questions that they may have. Viewers of your poster should walk away understanding your work and feeling they have learnt something.

This short guide will give you some useful tips to creating a professional looking, readable poster.

Designing a suitable poster takes time; do not leave it until the last minute. Remember to allow enough time to design and review your poster, as well as time to print (and reprint if you spot any errors!).

### ***Layout of your Poster***

There are a variety of different layouts you could use for your poster. Some people suggest that having 6-9 main areas on your poster is a very effective layout - making it simple to read and less confusing. In general:

- Keep the layout so it is readable in columns (top to bottom, then across from left to right)
- Layout does not have to be ‘rigid’ - parts of a diagram may overlap areas (just don’t let it block any text)
- Remember to keep a certain amount of background space – to help separate the columns and not overpower the reader with too much text
- Items at the top/middle of the poster are more likely to be read than the lower parts of the poster - maybe keep the bottom few lines for ‘Acknowledgements’ and ‘Contact details’ etc.
- Try to balance the items you put on the poster – for example, do not have all the diagrams, charts and pictures in just one column - spread them out as evenly as possible
- Avoid putting images behind text – it makes the text harder to read and you do not want people to strain their eyes reading your work
- Usually the Title is at the top – either top centred or top left aligned
- Edges - keep away from the edges of the poster because:
  - The eye likes a margin - putting text and images hard up against the edge of the poster makes it look crowded and it becomes harder to read
  - When you print the poster a small area round the edge may not be printed

### ***General Design Principles***

- **Text**
  - Keep text to a minimum (‘less is more’ principle) and do not ‘over fill’ your poster - Recommend maximum of 600 words Total for an A0 poster, plus references.

- Too many words and people will not read it – they will lose interest and often just look at the parts that stand out – such as headlines and figures
- Omit complex analyses and formulae if not all viewers will understand it
- When writing about data, write it as “data are...” instead of “data is...” because data is a plural noun
- Avoid blocks of text longer than 15 lines
- Minimise use of Underlining – use italics instead
- Do not write entirely in CAPITALS – it is harder to read

#### • Line Spacing

- Set line spacing at 1 or 1.1 size
- It is important to have consistent line spacing throughout the poster for a professional image and easier readability - it also helps when displaying superscript or subscript data

#### • Graphics

- It is advisable to use some graphics on your poster such as pictures, charts, SmartArt, flow diagrams - these will help break up blocks of text and make the poster more attractive
- Graphics obtained from web pages may have low resolution (this is so they can load up quickly on the internet) however, you may find they are unsuitable images once you have resized them – some quality of the image will be lost
- Avoid using complex 3D charts – it makes it harder for some people to interpret the values and this may become confusing

#### • Colour

- Most people prefer to read dark text on a light background
- If you have a dark background, ensure you have light text on top so it is readable
- Try and have a theme of colours to use – about 2 to 4 colours
- Avoid too many over bright colours - although they are attractive and eye catching, they may give readers a headache and they may strain to see them (depending on background colour)

#### • Review

- It is important that you prepare the poster in advance and get some other people to review it and provide you with suggestions
- Other people may spot grammatical/typing errors, or point out sentences that are difficult to understand. What you understand, others may not – so it is important to gain other peoples point of view.
- It's rather embarrassing at a Poster Presentation when you have a typo on your poster - so double check and then check again!
- Consistency is important for flow and image of the poster
- A poster can be a visual summary of your work, so be brief, specific and keep to getting the main points across - think of this when reviewing the poster and checking whether what you have put is really needed.

#### ***What sections to include?***

**Title** - One to two lines maximum. Title should be catchy –say what the project is about / findings.

**Authors and Affiliations** - Provide your full names in alphabetical order according to surname below the title in the same font, but much smaller.

**Aims** - Briefly outline your aims for your project. Bullet points are a good way to present your aims succinctly.

**Overview** - Provide an introduction to the topic of your poster, outlining the background information (including the rationale and citing any relevant journal articles).

You can also incorporate the methods/procedures used and the results of any evaluation carried out if these are appropriate sections for what you have done.

- *Methods / Procedures Used* – Briefly describe the methods/procedures used, why they were appropriate, and how they helped you achieve your aims. You could use flow diagrams to help illustrate your procedures (this will help break up your text and make the poster look more interesting). Ensure you label diagrams if needed.
- *Results* – Present the results of your study if appropriate; this could be qualitative (e.g. student feedback) or quantitative (e.g. results of surveys). Don't forget to say if it worked/not worked then say why. Try to be descriptive and focus on key points.

**Impact** - What impact does the topic of your poster have? Without sounding like you are repeating yourself, start by reminding the viewer of your aims. Then discuss them and why they are interesting/relevant, what are the conclusions? How do the conclusions link back to your aims and what could be the next step in this in the future? What was the impact on you? What was the impact on the wider community (e.g. students, other staff)? What are your reflections as a group?

**References** - Provide relevant references from the scholarship of teaching and learning that inform and support the results and conclusions your project. The reference font can be smaller.

**Acknowledgements** - Acknowledge any individuals who gave assistance.

**Contact details** - Provide your email addresses, phone numbers etc