



IGNITE Guidelines for Poster Presentations

Student poster presenters will spend one-hour-long session standing next to their poster. They will speak about their research project, applied-learning experience, or civically engaged project to faculty, staff, and students and entertain questions from those who pass by. They will have a designated session and location on the floor for their poster presentation. **Posters MUST fit on the 36" x 42" boards.**

Preparing Posters

- Most people create their work using Microsoft PowerPoint (a poster template can be provided for you).
- Prepare a poster that is informative and graphically appealing.
- Poster should include presenter name, co-authors, academic program, home university, faculty advisor(s), funding sources (if applicable), and project title.
- Poster should clearly and concisely detail the project's: topic, scope, methodology, results (evidence, source material) and conclusions (thesis, interpretations).
- You are encouraged to work drafts of the poster through your faculty advisor.

Preparing Your Presentation

- Prepare a few-minute summary of your work for people who ask what your project is about.
- Practice your presentation so that it is concise, clear, evidenced, and effectively delivered.
- Seek editorial assistance and a practice audience from peers and/or faculty advisor(s).

Poster Printing

- [Farmingdale poster printing services](#)
- Choose poster template size 36" x 48" (using these templates is optional)
- To print at Greenley Library (free for IGNITE presenters):
 1. Please review poster for errors prior to submitting - posters are printed as is
 2. Save file as a PDF
 3. File name: ignite_yourname
 4. [Submit poster request](#) by March 26, 2023 at midnight
 5. Your poster will be set up for you at the Campus Center on 3/31

Day of the Conference

- All poster presentations will be located in Campus Ballroom B.
- Know the scheduled time of your poster presentation. Volunteers and signs will direct you to your specific location. Arrive at least 10 minutes early to set up your poster.

FARMINGDALE STATE COLLEGE



The logo for the Ignite Symposium at Farmingdale State College. The word "IGNITE" is written in a large, bold, green font. The letter "I" is a vertical bar with horizontal lines. The letter "G" is a gear. The letter "N" is a vertical bar with a gear-like pattern. The letter "I" is a vertical bar with horizontal lines. The letter "T" is a vertical bar with horizontal lines. The letter "E" is a vertical bar with horizontal lines. Below "IGNITE" is the word "SYMPOSIUM" in a smaller, green, sans-serif font.

SYMPOSIUM

- On the provided display board, you can set up a printed poster of up to 36" x 42".
- Present yourself well: dress professionally, wear your name tag, turn off cell phone or personal computer (or turn off volume).
- Consider bringing a contact info sheet/card to distribute to people interested in your work, including your name, home university, academic program, email and/or phone number, title of your poster and/or abstract of your project.
- Be prepared to learn: this is an opportunity to confidently share your hard work and humbly look forward to respectful questions and constructive feedback.
- Good news: being nervous does not hurt your credibility or authority. Have fun and enjoy!