**The GVSU 14th Annual Art & Science of Aging Conference**

**Friday, February 22, 2019**

**STUDENT POSTER PRESENTATION SUBMISSION FORM**

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| **Names of Presenter(s):**  |
| **Major(s):**  | **Degree Level:**  |
| **Presenter****Contact Information** | **Email:** | **Phone:**  |
| **Name of Faculty Advisor:**  |
| **Faculty****Contact Information**  | **Email:**  | **Phone:** |
| **Title of Poster Presentation:**  |
| **Brief Description of Presented Research or Project (No more than 100 words):** |

Please submit this form electronically to: Jing Chen at chenj@gvsu.edu before **December 28, 2018.**

**Guidelines for the Poster Presentation**

**General Information:**

* The conference will be held on **Friday, February 22, 2019**, at DeVos Center, Building E, Loosemore Auditorium, Pew Campus, Downtown Grand Rapids.
* Poster presenters are allowed to attend the entire day long conference free of charge. A free lunch will also be provided. However, you will need to register for the conference at <http://www.gvsu.edu/gerontology/>. The registration fee will be waived (just check the “Presenters” box).
* Please dress professionally.
* You should arrive at 10am for the oral and poster presentations.

**Poster Preparation:**

* The poster should be no larger than 4’x3’.
* All posters will be displayed using an easel. The conference will provide the easel and a poster board to support and mount each poster.
* Organize the poster to have the layout flow in a logical manner (e.g., research questions 🡪 method 🡪 results 🡪 conclusions and discussions).
* Clearly label each section of your poster.
* Keep the text to a minimum, use charts, graphs, and photos to illustrate your work.
* Font size for text should be at least 24.
* Use background color to enhance the clarity of your presentation.
* Prepare a two-minute summary of the poster in case you are asked to briefly describe your research when you are standing in front of your poster. You may also want to bring copies of a one-page handout to give to people who are interested in your poster. Make sure you have your contact information on the handout.

**Oral Presentation of Your Poster:**

* In a breakout session (10:30-11:30) after the keynote speech, you will be given approximately 5 minutes to present your study/poster orally. If your study is a group project, each of you can present a different part of the study.
* Please create some Power Point slides for your oral presentation. You can decide the number of slides that you want to have. However, try to make each slide easy to read and to the point.
* The day before the conference, you will be asked by the poster session coordinator to send your PPT file to her so she can put it on the computer in the room where you will give the presentation.

**Poster Presentation:**

* You can set up your poster if you have time before the breakout session for your oral presentation or right after the breakout session (preferably before the oral presentation).
* There are easels and poster boards set up for you to put up your poster. These easels are located in the hallway just west of the Loosemoore Auditorium. You may want to bring some pushpins or paper clippers to mount your poster onto the poster board.
* Student Poster Presentations are scheduled to take place at **11:30.**
* Between **11:30 and** **12:45**, you will need to stand by your poster and be ready to discuss your research with conference attendees.

**Submit your poster PPT file to be posted on the conference site:**

* Once you have finished your poster, please send your PPT file of your poster to: geroconference@gmail.com. We will post your poster to the conference website so more people can learn about your research in case they did not get a chance to see your presentation.

Relax and enjoy this experience!

You will be very happy that you have presented at this conference!

We are looking forward to learning about your research and hearing your presentation!