

**\*\*Remember to come by the Honors Office to pick up your poster during office hours\*\***

Every student is responsible for checking on the specific requirements for their discipline.

FYI: Each board measures 36 x 48 inches

**Rule #1: Be creative while keeping it professional!** Make your board look like you put a lot of time and effort into it. Use your imagination to get your audience's attention! For some ideas about how to cover your board, see past photos of presentations at the Ina E. Gordy Honors College Facebook page.

**Adhesives:** You **MAY** use pins, tacks, or staples to attach materials to the boards.

You **MAY NOT** use tape, glue, nails, paint, or anything that might damage the board. You need to return the board exactly how you got it.

**Background:** You could use paper, wrapping paper, fabric, or even a tablecloth as an inexpensive yet colorful backdrop for your board.

**Information:** Then attach printed materials to the background in an order which follows the flow of your presentation. Make sure that the font is large enough to be legible from distance away. At the very least, the poster should include the name of the student, the names of the project committee members, the title of the project, the thesis/hypothesis, and other information, such as methods, definitions, and examples.

**Visuals:** All graphics/pictures should be of good quality and enhance your presentation. You may want to include graphs that illustrate a point or a sample of a survey you will be distributing. The poster should be bold and creative and should include an appropriate mixture of text and graphics. Make sure to make reference to everything on your board, otherwise, your audience may be left wondering.

You may choose to have your poster printed. See the [poster printing guidelines](#) at the Honors website for information on how to get boards printed from MSU or Office Depot. You could also look into having it done by The T-Shirt Shop, Copy Cow, or Pro Graphics. *Please note that having your poster printed is much more expensive than the good old fashioned way.*

## ONE MORE THING

We will be having practice sessions on the Wednesdays before each Research Symposium in Nissan for anyone who would like to polish their presentation the day before the Symposium.

### Research Board Computer Design & Printing

\*Research Board Printing is optional for HO 401 Independent Study I students. The choice to print or not to print will not have an effect on the overall grade for the course.

1. Open PowerPoint to begin a new presentation.
2. On the HOME tab, go to the dropdown box labeled LAYOUT and choose BLANK.
3. Go to the DESIGN tab, click PAGE SETUP.
4. Slides Sized for: choose CUSTOM.
5. Orientation: LANDSCAPE.
6. Width: 60 Inches
7. Height: 40 Inches

8. You will use PowerPoint Features such as background image/color, text boxes, graphs, etc. to design the poster as you would a PowerPoint slide. Colors may change slightly with printing depending on the choice of paper.
9. Save your PowerPoint Presentation as a .pdf by clicking FILE, SAVE AS, SAVE AS TYPE: PDF.

Printing Company Options as of 11/10/2016:

- Office Depot
- ProGraphics
- Copy Cow
- The T-Shirt Shop in East Columbus
  - o Address: 1118 Gardner Blvd, Columbus, MS 39702
  - o Phone: (662) 329-9911
  - o Hours: 9AM–5PM
  - o **Estimated at 36 x 48 poster = \$48.50**
- Mississippi State University – will need a state student's help.

**NOTE:** These prices may vary! Please make sure you confirm a price with a shop before placing an order. These prices are not including tax. You are responsible for making an effort to ensure you receive the best price. Some companies such as Office Depot or Vistaprints will run deals periodically as well. Please choose the best option for you and your project.

Matte Poster paper is recommended. Some students prefer gloss prints or the cheaper option of banner paper prints.

If you choose to use Mississippi State University, you will need to have access to a MSU student who can order your print for you. They will email the Library Printing Services requesting a Wide Format Poster Print: 40" x 56" to be printed. They will be charged for the print to their account and you can reimburse them through cash/check, etc.

**It is recommended that you order your poster at least 1 week before symposium.**