

# STLHE 2016

## Poster and Pecha Kucha Guidelines



---

### Poster Guidelines for STLHE 2016 (updated June 7)

- The poster session takes place in the Atrium of the [Physics and Astronomy Building](#) from 4:45 to 6:00 pm on Wednesday, June 22nd.
- Presenters will be able to set up their poster starting at 4:00 pm and posters will need to be taken down immediately after the session at 6:00 pm.
- Please note your POSTER NUMBER in the conference program to find your spot at the session. Your poster location will be marked with your poster number.

**Poster size requirements:** No larger than **42" (106.7 cm) wide x 42" (106.7 cm) tall**. Please keep in mind that two posters (42" wide each) will be exhibited side-by-side on one poster board (which is 90" long). Velcro strips to attach the posters will be provided.

Conference attendees will decide which posters they wish to visit. Your 300-word poster description will be available online for them to consider. As well, at the poster reception, there will be a handout listing all the poster titles/authors and their locations in the room so that attendees can find the posters they wish to visit. You may choose to prepare some handouts (30 or so) for your visitors with a summary of the points on your poster and your contact information.

From our collective experience, here are some tips regarding poster design:

1. Your poster title, authors' names and institutional affiliations should be prominent across the top of the poster in larger font.
2. Less is more. Remember that you are standing at the poster and can explain things to your visitors so you don't need to put absolutely everything on it.
3. Keep in mind the main points you would want someone to take away and design your poster focused on those.
4. Effective use of colour often draws the eye to key elements.
5. White space has its place. Avoid cramming different elements of the poster too tight together.
6. There are no strict rules as to how to visually represent your poster content. Choose the easiest and most visually pleasing way to help explain your information.
7. Various web resources are available and may be helpful. Consider conducting a Google search for *Preparing Conference Posters*. For example, NYU Libraries has an online module on [how to create a research poster](#).
8. Individual institutions commonly offer poster templates. Consider conducting a Google search or a search of your institution's resources to take advantage of such templates.

For those of you who would rather not bring your poster with you, you could potentially have it printed at Western by Graphic Services. Contact Kathy Russell at 519 661-2111 ext 84014, or email [cbc@uwo.ca](mailto:cbc@uwo.ca). Or, you could place an order at <http://graphicservices.uwo.ca/> and ask for a quote before proceeding. Talking to them might be the best idea - that way you can describe exactly what you need.

There are other local printers - for instance, Staples will print posters. There is a Staples north of campus (1737 Richmond St #9, (519) 661-0888) which might work if you are able to go there to pick the poster up. You'd have to discuss what weight of paper, colour options etc. with them. They need at least 24 hours turnaround.

All posters are eligible for the Pat Rogers Poster Prize.

### Award Criteria

1. **Conceptual Depth and Content:** The poster demonstrates originality, substance, and depth, as well as a robust conceptual basis.
2. **Clarity:** The poster communicates its message effectively. It avoids large amounts of difficult-to-read text and adopts innovative and visual approaches to communicating information. The poster may incorporate supplemental electronic media, and presenters may provide more detailed explication in a handout.
3. **Design:** The visual design and use of images and diagrams effectively reinforce the themes and concepts explored.
4. **Potential for Engagement:** The poster demonstrates potential to inspire active learning, by fostering greater interaction between viewer and presenter.

### Presentation Tips

- Treat it as a professional encounter.
- Be prepared to describe your project in 2-3 minutes - "Shall I give you the bottom line?"
- Be prepared to answer questions.
- Be prepared to explain in non-technical language. Keep in mind that your audience includes participants who may not be familiar with your topic.
- Be prepared to speak about how your work links to teaching and learning in higher education.
- If you wish to provide more detailed information, consider a handout, electronic mailing list, website, or other forms of extension.

---

### Pecha Kucha Guidelines for STLHE 2016

A Pecha Kucha talk is one in which 20 PowerPoint slides are presented for 20 seconds each for a total presentation length of 6 minutes and 40 seconds. Pecha Kucha slides should be created in a 4:3 ratio and any title slides need to be included as one of the 20-slide deck. You can include a static 21st slide that is the same as your title slide, allowing you to control the start your Pecha Kucha. Download a [STLHE Pecha Kucha template](#) (shared with permission from Trent Tucker).

Although Pecha Kucha sessions have been used at other conferences, this the first time we are doing this format at the STLHE conference. A one hour Pecha Kucha session will consist of 6 different Pecha Kucha presentations. Three will be presented in the first 20 minutes of the session, followed by about 8 minutes for questions for the first three speakers. Then the second three Pecha Kuchas will be presented, again followed by time for questions.

Running Time	
1:00 - 7:40	Presentation #1
8:00 – 14:40	Presentation #2
15:00 - 21:40	Presentation #3
22:00 - 30:00	Questions for Presenters #1-3
30:00 - 36:40	Presentation #4
37:00 – 43:40	Presentation #5
44:00 – 50:40	Presentation #6
50:40 – 60:00	Questions for Presenters #4-6

Please bring your Pecha Kucha on a USB stick. All presenters are required to arrive at the room 10 minutes prior to the beginning of the session. At this time, all presenters will upload their respective presentations to the room computer's desktop. The session will move quickly with very little time between the speakers so having

the presentation ready to bring up quickly is a must. When preparing your Pecha Kucha, please ensure that you have set all of your slides to *advance automatically* after 20 seconds. This function is available in “Advance Slide” in the “Transitions” tab of powerpoint, and you can select “Apply to All.”

If you are new to Pecha Kucha design and presentation, we recommend that you visit:

<http://www.pechakucha.org/>. You can find other Pecha Kucha examples on YouTube, such as this Pecha Kucha about creating a Pecha Kucha: <https://www.youtube.com/watch?v=32WEzM3LFhw>