Graduate Practicum and Culminating Experience in Public Health Poster Presentation Guidelines

Poster Content & Design

1. Content

Keep in mind that you have a limited amount of space on your poster, so all of this information should be concise, but informative. Below is a suggested setup for your poster, however, keep in mind that not all sections will apply to your poster.

A. Abstract
   Concise Be sure to include the following: Objective–Statement of the Problem or Research Question(s), Brief Methodology, Results, Discussion, and Conclusion.

B. Introduction/Background
   - This section should include an introduction to your project
   - Should include some background information to demonstrate importance of your project
   - Discuss public health issue in question
   - Information should be concise
   *Hint: Use the American Medical Association (AMA) citation for references, which requires superscript in-text citation to conserve space.

C. Project Design (Methodology)
   Include:
   - A brief description of the design/procedures
   - Description on the demographics of participants, if any, who were involved; information regarding tested area/specimen
   - Instruments or tools used (e.i. Surveys - you can include a snapshot of the survey on your poster)
   - Steps and appropriate timeline for each step
   *Hint: Keep information concise and to a minimum amount - do not go into too much detail

D. Results
   - Organize your results
   - Include main findings/results of your project (but do not discuss them here)
- Should include tables and figures

E. Discussion
- Relate results to project aims
- Include an interpretation of results
- Compare results with literature review
- Discuss project implications

F. Conclusion
- State what was found as a result of your project and discuss its significance
- Evaluate how well the results answered your question
- Address the public health issue and question proposed in your introduction
- Include summary of findings and implications.
- Identify future projects to follow up with unresolved questions

G. MSC
  a. References
     Include any references used in your background or literature review section. Use small type (16 pt.), and use the American Medical Association (AMA) citation style to keep it consistent with in-text citation.
  
b. Acknowledgements
     Consider including an acknowledgements section if you wish to recognize an organization or anyone, who is not author, for his or her contribution to your work. If you received any funding, acknowledge the funding source.

2. Poster Design

A. Size & Software
   Poster size: 42" x 30"
   The most common choice is Microsoft PowerPoint.
   *Hint: You may want to utilize the poster template provided to you on the website since it is already formatted for compatibility

B. Font
   Times New Roman is the formal writing font, but you may use one that suits your software program. Make sure that you use one font throughout your poster and that it is formal, not cartoon-like.

   Suggested font sizes:
   Title = 100 pt (bold)
   Section Headings = 48 pt (bold)
   Body Text = 28 pt
   Captions = 24pt

C. Title
   - The title should not be a sentence, but rather a “phrase”
- Place author names under the title; don’t forget to include the appropriate credentials after the names. Author names should be smaller font size than the title of the poster.
- Include the sponsoring institution or worksite under the presenters’ names.
- Center both the title and the names at the top of the poster.
- The title and authors should be readable from a distance of 20 feet, be bold and dark.

D. Logos
You may want to include a logo of the site where you completed your project. Please check with your site supervisor if they are in agreement of this and if they have a specific logo for you to use.

2. Poster Printing
In order to print your poster, you will have to do so at ImageWorks, which is the on-campus printing shop because they accept UCI KFS/Account and Fund information.

Information on reimbursement/payment for poster will be provided to you

Files must be saved as PDFs taken in a flash drive/removable storage drive so that Image Works is able to upload it into their system. Please read all of the special instructions ImageWorks has regarding dropping off your poster, format, and resolution at: [http://imageworks.bio.uci.edu/posters/](http://imageworks.bio.uci.edu/posters/). If you have questions about this, please contact ImageWorks directly at: imageworks@uci.edu or 949-824-6414. Their hours are Monday - Friday 9am - 4pm, and they are located at: 2112 Natural Sciences 1, Irvine, CA 92697-1450.

When you go to drop off your file, please make sure to indicate that it will need to be a mounted poster. Since printing of these posters may be delayed based on the time of the year, please make sure you drop it off with enough time to have it ready by the Poster Session Day.

Tips & Hints
*Hint: Use the Poster Template provided on the Public Health Graduate Forms page.

Ask yourself the following questions:

1. **Are your graphics clear and easy to understand?** Avoid unnecessary background colors and too much information on graphics. Also, explanations should be within or next to figures, not referred to from elsewhere.
3. **Do you have unnecessary information?** Remove anything that does not provide significant value. Simplify your text by using short bullet points and phrases instead of complete sentences.
4. **Is your organization easy to follow?** People focus on displays that are organized and that have a flow. Most people look at a poster from top to bottom and left to right.
5. **Are your headings relevant to the information presented and vice versa?** Having headings that flow with the information presented allows for viewers to find the information they wish to focus on more easily.
6. **Is your text easy to read? Is your poster cluttered by too many fonts?** Do not use multiple typefaces. Instead use bold, italic and size to set type differently to organize your poster. Please use Times New Roman as the font throughout your poster.
7. **Are your colors distracting?** Stick to a simple color scheme that does not clutter your poster and make it hard to focus on.
Poster Presentation Day

1. Presentation Day

   The date and time of the presentation will be sent out to you via your campus e-mail account. It will typically be held the first day or two of finals week of the respective quarter. A start time and end time as well as a location will be disclosed as well prior to the respective quarter.

   You are expected to arrive 30 minutes before the start time to set up your poster.

2. Expectations

   As a student presenter, you are expected to be on time, the entire duration of the presentation, and to be with your poster for the duration of the event.

   You are expected to have your poster printed and ready for the session on the scheduled day and time of the presentation. Failure to meet this step will result on you having to complete an alternative assignment to complete all PH 295 course requirements to receive a grade for the class.

3. Guests

   You may invite guests to the event. Guest may include mentors, family members, and Practicum site supervisors as well as site staff members. Please notify the Practicum Coordinator if you will be bringing any guests.

Practicum Report

Submission

   You are expected to submit your report two weeks before the scheduled presentation date to give your faculty mentor enough time to review and request any changes.

   Please refer back to the PH 295 Syllabus for information on what should be included in the report. The information that is in your report is the information that should be included in your poster.

For question, please contact the Program in Public Health Practicum Coordinator at phpracticum@uci.edu.