

# Final Poster, Guidelines

Science Research Project 2010-2011

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Each group is to create a poster version of the group's final research report. Posters must be completed using Microsoft PowerPoint. Generally, the poster is to *highlight* each of the four main sections of your research paper. However, for CWOSE, you also want your posters to be stand-alone and tell the full story of your research project. Take some time on your poster – this is the primary vehicle by which your project is judged by the Intel Science and Engineering Fair judges.

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## Final Poster Assessment Breakdown and Requirements

### General Requirements:

1. Utilize Microsoft PowerPoint. Go to Page Set-up and select a paper size of 48" wide by 36" high. This is known as "E-sized" paper. It is best to make your electronic version of your poster as large as possible. If you make it smaller and then later wish to enlarge it, the font's you define in your poster will look "blocky".
2. Use white backgrounds behind black text – this is generally the easiest to read.
3. Include *at least* one picture depicting a group member at work on the research project. Generally, the more pictures, the better, however you must include enough text and information to communicate the necessary information listed below for each section. The science department has digital cameras that can be loaned out for a limited amount of time. Ask your teacher. When taking pictures, be sure you have the camera set on its highest resolution setting. This will maximize the quality of enlargements.
4. ALL PHOTOGRAPHS MUST HAVE A CREDIT LINE (i.e. "Photo taken by . . . ." – refer to the online ISEF guidelines.
5. Per ISEF rules, do not place the school's name or the school's logo on your poster. Additionally, do not place any endorsements on your poster.
6. Locate on the bottom, left hand corner of your poster a "Revised: DATE" line and the name of the file. I can show you how to have PowerPoint insert the actual current date whenever the file is opened so that you will never have to worry about changing the date. Use a small font size – 10 or 12 point. This information, while important, is not essential to getting the poster's message across.
7. While you want to provide a complete description, do not include excessive amounts of text. The text font should be sized so that information is easily read from six to eight feet away.
8. Be sure to spell check and proofread.
9. Use the posters that are posted through out the F-building to guide the design of your posters.
10. Since you authored your paper, it is okay to cut and paste material straight from your final paper. Just make sure it is appropriate for this manner of communication. You want simple, straight forward sentences that are also complete.
11. Keep in mind that when most people read your poster, very few will start with the title and then work their way through the poster in the order listed below. The eyes of your reader will generally be drawn to large text, graphs, pictures, and diagrams first. Insure that these things stand alone as much as possible with appropriate captions.
12. Use proper citations for all quotes or photographs that are not yours.
13. **To conserve ink, use only light, or white backgrounds!!** Posters will be modified as necessary if this stipulation is not followed.
14. Be sure to check all ISEF rules for compliance on the NWSE website.

### Title

- This should closely match the title of your final group paper. Somewhere near the title, list your names (in a reduced font). The font size for the title should be larger than any other font on the poster.

### **Introduction**

- Don't include this heading necessarily – come up with a heading so that it is obvious that this portion of the poster is explaining why your research is necessary or pertinent. Discuss relevant background information here.

### **Methods**

- Don't include this heading necessarily – come up with a heading so that it is obvious that this portion of the poster explains your general methods. You may not have enough room (or wish to) include every step of your procedure. Should someone want to know these, they can look at your paper.
- Your general procedures should be discussed.

### **Results**

- You need not list these as “results”.
- This is where good charts and graphs are critical when attempting to display correlations between your dependent and independent variables. Refer to the guidelines for charts and graphs listed in the *Final Research Paper Guidelines* located on your class website.
- Remember – charts and graphs done well should be completely self explanatory, clear, and simple.

### **Discussion**

- Don't include this heading necessarily – come up with a heading so that it is obvious that this portion of the poster explains what you, the researchers, have concluded from the results. What do your results mean to the reader? Why should they care?

## **POINT BREAKDOWN**

### **INTRODUCTION**

1. A complete but concise summary of this portion of your research paper. 5

### **METHODS**

2. A complete but concise summary of this portion of your research paper. 5

### **RESULTS**

3. A complete but concise summary of this portion of your research paper. 5

### **DISCUSSION**

4. A complete but concise summary of this portion of your research paper. 5

### **OTHER**

5. Titles for each section of your poster are more than those listed above? 1  
6. The names of student researchers are prominent and near the title? 1  
7. Consideration for ink conservation evident? 1  
8. A revised date is present on the lower left corner of your paper? 1  
9. The title is prominently displayed and is the largest font on the poster? 1  
10. Photos with the student researchers are present? 1  
11. All photos have a credit line? 1  
12. The poster successfully summarizes your entire project? 1  
13. Free of formatting / grammar / typographical errors? 2

Total: 30

# GROUP POWERPOINT PRESENTATIONS

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Here is the format for your final PowerPoint Presentation. Each group member should contribute equally during the presentations. The exact length of your presentation is yet to be determined. The audience will be composed of students, parents, mentors, interested community members, and of course OJAS judges. Be prepared for questions and be sure to practice ahead of time.

## Requirements:

1. Must be created in PowerPoint.
2. Time constraints and the number of groups require that presentations be concise. Specific focus should lie in sharing your group's question, summarizing your methods, summarizing your results and conclusions, and briefly suggesting the next logical steps for your investigation were it to be continued. One possible outline:
  - a. *Present your group's questions and methods* (slides stating your question and summarizing your methods)
  - b. *Results* (slides displaying your results – hopefully in the form of a graph, map, or other)
  - c. *Conclusions* (slide summarizing your major conclusions – be sure to support them with your data and results, but don't necessarily do so on your slide)
  - d. *Connections* (slides aimed at describing how the group's presentation fits into the larger picture)
  - e. *Next Steps* (at least one slide identifying what the next steps would be to continue your investigation, or what would be changed if your investigation is later repeated by others) - thank anyone who provided you with help
3. All group members should contribute equally during the presentation.
4. Each group member should be prepared for detailed questions from audience members.
5. Suggestions:
  - Use different colors (text or backgrounds) to indicate who the primary speaker should be. For example, partner #1 could say all the text in blue and partner #2 could say all the text in white.
  - Use bulleted text and short phrases on your slides. Save your full text for notecards (if necessary). Use a large font so that your audience can read the slide.
  - Do not use graphics, animation, sounds, or slide transitions.
  - As you speak, move away from the slide so that the audience looks at you and not the screen. When you want to direct their attention to something on the slide, point towards it so they know to look at the screen.
  - Have someone else run the computer. Say "next" or "next slide" to cue them to press the space bar. Say "back" to have them press backspace.
  - Your slides, as mentioned above, should not have a lot of text on them. However, what you say should be more detailed than the slide. For example, if your slide says "net force direction = acceleration direction", don't just say those words – use that as a prompt to give a more detailed explanation of how the direction of net force and the direction of acceleration are related.
  - Speak loudly and clearly.
  - Don't read from the slide – look at it to direct your audience to the next point, then look away from the slide and give your explanation to the audience.
  - Make sure your color scheme is readable – background colors should be relatively neutral; text colors should not be obscured by photos, pictures, or background colors. It is a good idea to restrict your photos or pictures to one part of the slide and have your text on a neutral background on another part of the slide.
  - Make sure to look at your audience, not your slide or your notes, while you speak.
  - Write out a word-for-word script of what you plan to say. Don't read from this during your presentation – the purpose of doing this is so that you have had an opportunity to go through your entire presentation and make sure you are knowledgeable and have your thoughts composed for each slide.
  - Use notecards ONLY if necessary to help you if you panic or lose track of where you are.
  - Rehearse your presentation at LEAST 3 times!

**Your PowerPoint presentation will be graded according to the following rubric:**

**Ideas/Content: (35%)**

- ◆ Accurate scientific material 5 4 3 2 1
- ◆ Introduction, methods, results, and discussion were well-explained 5 4 3 2 1

**Organization: (30%)**

- ◆ Each group member contributed equally 5 4 3 2 1
- ◆ Slides were arranged in a logical order 5 4 3 2 1

**Language: (15%)**

- ◆ Used appropriate language for student audience 5 4 3 2 1
- ◆ Clear and easily understood 5 4 3 2 1

**Delivery: (20%)**

- ◆ Suited to audience 5 4 3 2 1
- ◆ Well-planned and rehearsed 5 4 3 2 1
- ◆ Correct length (at least 2 minutes per group member) 5 4 3 2 1
- ◆ PowerPoint slides were easy to see/read and met specified requirements 5 4 3 2 1