

# SNL/CA Poster Presentation Guidelines

Students will be responsible for producing their own posters and adhering to the Sandia Review & Approval (R&A) process. Your mentor should review your poster before you submit it for R&A. Your Derivative Classifier (ask your mentor or OMA who that person is) will review your poster during the R&A process.

## POSTER PRESENTATION ELEMENTS

### A. Title

- Short and concise description of your project located at the top of the poster
- Should be easily readable at a distance of 4 – 5'
- Text size should be approximately 1.5 – 2.5" high

### B. Name and Affiliation

- Your name, school, degree working on, major, estimated date of degree completion (e.g., John Doe, MIT, B.S. Electrical Engineering, est June 05)
- Mentor or manager's name, SNL Org #, Department
- Sandia National Laboratories/CA, U.S. Department of Energy
- Presentation Date

### C. Body

- **Abstract:** Brief synopsis of your research (one paragraph) that includes:
  - The objective of your project
  - Brief statement of what you did
  - Concise statement of your major findings
  - Major conclusions and results to date
- **Introduction:** Be brief, but make sure the reader will understand the relevance of your work. Start with the general context and work down to specifics. End with a precise statement of the question and hypothesis being addressed by your research study.
- **Methods:** Describe the procedures you performed. Describe your methods in sufficient detail such that the reader will understand what you did to collect your data. Include info on lab or computer equipment used, if significant.
- **Illustrations:** Graphics and illustrations are appropriate when conveying complex experimental design. Include a legend that explains the graphic clearly.
- **Results:** Summarize the data and where you are today in your research. Present all results—whether positive or negative. If appropriate, mention any alternative explanations for your results and any unexpected results. If you have not reached a conclusion yet, indicate the next steps in your research.
- **Discussion:** Interpret the meaning of your results with respect to the original questions. Interpret your results without repeating them.

There are endless ways to put a poster together. Remember to create a strong visual impact, but avoid making the poster look crowded. It is important to provide some

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indication of the flow of the poster (top-to-bottom, left-to-right). Posters may have numbered sections (units) to indicate the reading order.

You can also stop by Recruiting, Staffing & University Partnerships (Bldg. 911/114) to see samples of posters presented from previous years.

### CREATING THE POSTER—DO'S AND DON'TS

- ⇒ We recommend using Microsoft PowerPoint to create your poster
- ⇒ When starting the initial slide, make sure the Page Setup is set for a full-scale poster size:
  - **Dimension:** 32" wide x 48" tall
  - **Slide Orientation:** Portrait
- ⇒ You can insert anything into PowerPoint—be creative!
- ⇒ Try using some background color rather than just plain white.
- ⇒ If you plan to use any Sandia or DOE logos, be sure to download them directly from: <http://www-irn.sandia.gov/organization/div12000/ctr12600/12620.html>
  - You can also access the URL above by going to Sandia's Tech Web internal corporate site > Corporate forms & templates (on left side) > Images > Logos > Signature & Insignia (Sandia DOE Lockheed Martin)
- ⇒ To get a rough idea of what your poster will look like when it is plotted full size, view your file on the monitor at 100%
- ⇒ Posters will be affixed to and displayed on a vertical surface
- ⇒ Save the file using your last name, the first name initial, followed by revision number (e.g., doeJ01.ppt) — this will help keep track of the latest revision of your poster in cases where you will modify your poster several times
- ⇒ Use the spellchecker and have friend/mentor proofread your poster for spelling errors and contextual clarity
- ⇒ Be sure to *italicize* Latin words
- ⇒ Label graphics and tables
- ⇒ Email completed posters to **Maria Matos** at <[mmatos@sandia.gov](mailto:mmatos@sandia.gov)>