

Polytechnics Canada's Fourth Annual Science and Tech Showcase – Nov. 27, 2009

Poster Format Guidelines

- Each poster must be mounted on a free-standing, hard-backed, table-top display board
- The display boards **MUST** be 24" x 36" with two 12" x 36" fold over flaps - these can be purchased from any office supply store (Basics, Staples, etc.)
- Organize your poster into blocks of text/visuals and arrange the sections starting from the top left corner either in columns or counter clockwise
- Use a simple sans serif font such as Helvetica or Times New Roman
- Use the same font throughout the poster
- Use at least 72 point font for the title, and 36 point font for subheadings
- Use 14, 16 or 18 point font for the text
- Be concise with your text – you can save elaborative points for discussion with viewers
- You may include your institution's logo
- Limit your color use to one or two colors plus black
- Please use graphs, charts and/or tables to show results - graphics help make your poster interesting
- Posters should have the following elements:
 - **Title** - short and explanatory
 - **Authors** - full names of all authors and their institutional affiliation, as well as their program of study and credential
 - **Keywords**
 - **Abstract** - no longer than 100 words
 - **Background and Description of Research/Introduction**
 - **Findings and Conclusions/Applications** - focus on one major conclusion
 - **Author Contact Information** – contact info for one author (usually the presenter)
 - **Funding/Project Partners**
 - **Acknowledgments**
 - **References**

Digital Hardware Availability

If your poster area requires any digital hardware (laptop, computer monitor, power bar, etc.), it will be available, just please advise Tina in advance so she can make appropriate arrangements.

Shipping Posters / Poster Setup

Members are welcome to ship their posters to Seneca in advance of the Showcase where they will be kept secure until setup. Please contact Tina for the mailing arrangements. Posters can/will be shipped back to members after the Showcase.

Poster setup will take place the morning of the event at 7:00am November 27, but members can drop their posters off at Seneca from 3:00 to 6:00pm the evening before the Showcase where they will be kept secure until the next morning.

Contacts

If you have any questions, please contact Tina Perricone or Ken Doyle at the contact information below:

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