

Polytechnic University of Puerto Rico
Graduate School
Guidelines for Design Project Expo

1. Design Project Poster

As part of the requirements for completing the Master's Degree Option at Polytechnic University of Puerto Rico, students are required to develop a poster of their graduate research for the Design Project. The poster is recommended but not required for students enrolled in the Thesis option.

The poster is a visual display of the work completed for either the Design Project or the Thesis. The poster presents a summary of the research and generally includes more pictures, graphs, and illustrations than an article based on the same research.

The Design Project Poster is an exhibit of the research highlights; it is not a detailed description of the work presented. Graphics work very well and should be used to convey the research's information wherever possible.

2. Design Project Expo

The Design Project Expo is an event to be held every regular term on the date established by the Graduate Council. During this event the students who selected the Design Project option must present their projects through a poster to a panel of faculty members and the public attending the Expo.

The students who selected the Thesis option have the opportunity to develop a poster of their research, but they are not required to present it during the Design Project Expo.

The poster presentation consists of the poster exhibit combined with an interactive question and answer period. The panel of faculty members selected by the Graduate Council will evaluate each poster and make recommendations in order to submit the selected posters to national and international conferences or technical poster competitions.

Students completing their Master's degree, with the Design Project or Thesis, must turn in a CD with the electronic files of the poster and the article based on their research to the Coordinator of their Graduate Program- on the date of the Design Project Expo.

3. Design Project Poster Components

The Design Project Poster may include all or some of the following components, as appropriate for the work presented:

- Title

The title should be a brief phrase that lets the reader know what the work presented in the poster is about. The title should be attractive and related to the research and the forum in which it is presented. The title is frequently placed at the top center of the poster.

- Names of Authors or Contributors and their Affiliations

List all the authors of the work presented in the poster, including your advisor. Under the authors list you should write the affiliations (where the authors study or work). If different authors work or study in different places, you should make a small note after the name and reference them in the list of affiliations.

- Abstract

The abstract describes the research presented in the poster, documenting and summarizing its most important achievements. It should include a brief summary of the research objectives, methods, results, and conclusions. The abstract should be no longer than 150 words.

- Introduction

The introduction is a general foreword of what the research is about. It presents a brief introduction of the research, explaining the problem or situation that originated this work.

- Background

This section provides the background required for a proper understanding of the research, presenting the findings of the main studies analyzed in the literature review that are relevant to your work. It should present the state of the art of the relevant research areas.

- Problem

This section must show why it was important or worthwhile to do this research. It explains the problem solved in the Design Project or the research questions answered in the Thesis. The research objectives are generally presented in this section.

- Equipment and Materials

This section should only be included if required or if the materials or equipment used are uncommon in the research area. It consists of a list of materials and descriptions of the main pieces of equipment used that are uncommon in the area.

- Methodology

It outlines how the research was developed; showing the methods, approaches or steps followed to reach the results.

- Results and Discussion

This section presents the results of the research, the analysis of the data including the most important statistical analyses performed, and discusses the implications of these results regarding the research objectives. It must include only the results relevant to the research and how the conclusions were reached.

- Conclusions

This section states the conclusions of the research; they should be short and concise statements of the insights gained through this research. It presents the main findings of the research and the contributions of this work in a very condensed manner.

- Future Work

It presents the next steps the researcher or the research group is taking to further this research. These are very short statements that answer the question: What's next?

- References

The references should contain the main information sources used to develop the research. All documents listed in the references must be cited in the content of the poster. The documents listed should include the main current work in the area, this is, state of the art papers and articles in the field. The references must follow the same style used in the Design Project Article. You must refer only to trustworthy sources of information.

- Acknowledgements

This section presents the main persons or groups that helped you conduct your research (advisors, professors, graduate students, reviewers, etc.). It also contains the source of funds used in the research.

4. Design Project Poster Requirements

The Design Project Poster and presentation must meet the following requirements:

- Poster size:
 - The poster size is 36" high and 48" long.
 - The poster content must be designed in one PowerPoint slide and saved in a JPEG format.
 - The posters will be put on display on tables; therefore, the poster must be presented on a poster board. The board must have folds 8" from the lateral edges in order for the poster to stand alone on the table.
 - The poster's sheet must fit within the borders of the plastic poster board.
- Font size
 - The font size should be readable from a 3 foot distance. The font for the normal presentation should be a minimum of 20.
 - The font size for the title should be at least one inch high.
- Colors and background
 - The background color selected should enhance the visual appeal of the poster.
 - The selected font and background colors must be compatible, this is, the content must be easily read from a 3-foot distance.

- Layout
 - The poster content must be presented in sections arranged logically and in an attractive display.
 - White space may be used to separate sections and to avoid crowding the poster content.
 - The poster display should be free of unnecessary details.
- Use of figures, photographs, illustrations
 - The poster should present pictures, graphs, and illustrations to convey the research's information wherever possible.
 - Each illustration should have a heading of one or two lines in large type.
 - If necessary, the detailed information for each illustration should be placed in a legend in smaller type below. This information should describe the content of the illustration and the conclusions to be drawn from it.
- Printing
 - Students must make arrangements to print their own posters.
 - Poster printing may take some time. Allow enough time for the printing process to ensure the poster is ready before the Design Project Expo. At least one week before the Expo the poster should be printed.
- Presentation
 - The poster must be fully assembled and ready to be displayed at the inauguration of the Design Project Expo.
 - Students will be given ten minutes to present their projects to the panel of faculty members followed by a five-minute question-and-answer period.

5. Design Project Poster Recommendations

The following section presents recommendations to help you have a successful poster presentation during the Design Project Expo.

- Poster
 - Keep in mind that the poster will be viewed from a distance; therefore you have to make sure the poster display attracts the attention of the viewers and that the content is readable from a distance of three feet.
 - Make sure the content is clear and easy to understand and is presented in a logical manner.
 - Present the ideas in a simple and straightforward style. The poster should be prepared to be easily understood even in the absence of the author.
- Presentation
 - Arrive and set up your poster early.
 - Look professional.

- Practice your presentation, so that you may convey the content in a logical and continuous manner.
- Make eye contact with the readers and the panel of faculty members.
- Stay calm during the question and answer session.
- Answer clearly and briefly the questions of the panel.
- Show enthusiasm for your project and your presentation.

6. Bibliography

Anzalone, A. (2008) **Critical Requirements for Project Posters Development and Presentations**. Presentation given by the ISPE Puerto Rico Chapter for the ISPE Polytechnic University of Puerto Rico Student Chapter.

International Society of Pharmaceutical Engineering (ISPE). (2008) ISPE's Poster Competition Guidelines. Retrieved from www.ispe.org.