

Poster Presentation

Instructions for the Preparation of Posters for the Educational Leadership Research Symposium

March 24, 2010

MAPEA invites students to participate in the Poster Presentation during the Educational Leadership Research Symposium. General considerations and arrangement of materials are listed below. You can learn more about the Symposium on the Web at www.mapea.org or by calling (517) 353-8480.

General Considerations

Plan to set up your display 15 minutes before the session is to begin. The presenting author should be available throughout the session and be prepared to have his or her display removed no more than 10 minutes after the end of the session. Your material should be mounted on poster board or cardboard. The poster should be as self-explanatory as possible so that your main job is to supplement the information it contains.

The poster format provides a mechanism for discussion of your research or concept, and the display should include enough information to help you make your points. It is also strongly recommended that the author have available a number of copies of a paper to distribute to interested parties. Keep in mind that all your text and illustrations will be viewed from a distance of more than three feet. All lettering should be at least $\frac{3}{8}$ " high, 1" for more important information, and preferably in bold font. Figures and tables should be kept as simple as possible, so that viewers can readily take away the main message. A brief large type heading of no more than one or two lines should be provided above each illustration, with more detailed information added in smaller type beneath the illustration.

Arrangement of Materials

Posters will be mounted on regular classroom walls. It is up to the participants to make sure that they bring their own supplies and mounting tape with them. Prepare a sign containing the paper title and the authors' name and affiliations. This information should appear at the top of the poster.

A copy of your Abstract of Introduction (300 words or less) should be placed in the upper left portion of the poster, with a conclusion in the lower right hand corner. Although there is considerable room for flexibility, it is often useful to have panels indicating the Aims of the Research, the Methods and Subjects involved, and the experimental tasks.

Another panel might highlight the important results, with a few panels being used to present the main points in tables or Figures.

When working on the arrangement of your display on the poster, be aware that it is preferable to align materials in columns rather than rows. Audience members who are scanning posters have a much easier task if they can proceed from the left to right rather than having to skip around in the display.



MAPEA
Michigan Association of Professors of Educational Administration