

## UT/ORNL GST and BCMB Retreat

### Cynthia B. Peterson Poster Competition

March 4, 2016: The Foundry on the Fair Site

#### Abstracts & Posters - Rules

#### Required Abstract Components and Guidelines

Abstracts must follow these rules and guidelines in order to be considered for acceptance into the Cynthia B. Peterson award competition:

- All registrations must be received through the online abstract submission site (<http://bit.ly/1YUF60Y>) and abstracts email to [peer@utk.edu](mailto:peer@utk.edu) by **11:59 p.m. Eastern Standard Time on February 4, 2016**. Late submissions will not be accepted. Paper submissions will not be accepted.
- Accepted abstracts must contain (1) at least two authors in the author block with department and/or program affiliation, (2) a hypothesis or statement about the problem under investigation, (3) a statement of the experimental methods/methodology used, (4) essential results provided in summary form (even if preliminary), and (5) a conclusion.
- The presenting student is strongly encouraged to submit his or her own abstract. The competition will only allow one abstract (poster) submission per student.
- Students must obtain permission from their research mentors, coauthors, and program directors before submitting an abstract.
- **Only one abstract submission, poster, per student is acceptable.** Students working in the same lab must independently submit original abstracts. **Identical abstracts submitted by different students will be automatically rejected.**
- Abstracts must be written by the student and reviewed/edited by the mentor. Mentors should not write the abstract.
- **Only one student, the individual listed first in the author block, can present the abstract.**
- Citations, tables and keywords are not allowed in the abstract text and will be removed.
- Work must be proofread prior to submission. PEER staff will not edit abstracts.
- Follow the format, no pdf only word documents will be accepted.

#### Guidelines for Poster Presentations

- You will be responsible for printing the poster and bringing it to the conference. If you have never printed a poster, ask your advisor for assistance or talk with an administrator in your department; they have lots of experiences with these things and can tell you how best to get your poster. Commercial poster printing (e.g. Kinko's) tends to be quite expensive; consider printing your poster at UT-copies in the University Center.

- The poster board will be provided for you. Please limit the size of your entire poster to 4' high x 6' wide. All materials must be confined to this 4-foot-high by 6-foot-wide display board.
- Be sure to include the abstract title, author names, and the institution where the work was completed, in large letters centered at the top of the poster.
- No computers or extra aids may be used during a poster presentation.
- The presentation number assigned to the poster presentation should not be placed on your poster. The poster boards will be numbered for you.
- We suggest that you place a reproduction of the abstract in the upper left side of the poster, and use the following headings: "Introduction", "Methods", "Results" "Conclusions" to identify your poster layout. Include an acknowledgment section, containing funding source or anyone who helped you conduct this project.
- Lay your poster sections in a logical order so that other scientists can follow your presentation. A good method is setting up your poster in a column format so that individuals interested can read your poster, 1st vertical, then top to bottom, and then left to right.
- **Keep your poster presentation to ~15 minutes per visitor/judge.**
- Use a type size that can be read easily from a considerable distance (4 feet or more). Try using a type between 14 – 20 pt. The title should be larger than the rest of the text. Select a legible font such as Times Roman, Times New Roman, Baskerville, or Palatino.
- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary.
- Try not to stand directly in front of your poster, allow other scientists to view the entire poster. Stand to the side.
- Hand carry your poster to the meeting, using tubular packaging or case. **You should set-up your poster between 1:00 p.m. and 1:45 p.m. (All posters entering the competition should be set-up by 1:45 p.m.)**
- Come prepared with any relevant handouts you may wish to share and business cards to hand out.
- When choosing a background, remember that neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.
- Be sure to bring pushpins, thumbtacks or velcro to mount your poster. They will not be provided to you at the conference.