2022 POSTDOCTORAL RESEARCH AND CAREER SYMPOSIUM
Leadership Institute at Argonne National Laboratory

Poster and Presentation Guidelines

Symposium attendees are invited to showcase their research through in-person poster presentations. In addition to sharing their work with other attendees at the symposium, each presenter will be evaluated by volunteer judges and entered in a Best Poster competition. Guidelines for poster construction and the Best Poster competition are given below.

Note: Argonne researchers must submit both the abstract and presentation to PANDA for approval before presenting at the Symposium.

Important Dates

September 30	Deadline to Submit Abstracts
October 19	Deadline to Submit Poster to Argonne Print Shop (see below)
October 25	Pick up Poster from Argonne Print Shop
October 26	Symposium!

Poster Preparation

- Your poster should reflect each of the following areas:
    a. Motivation/Background
    b. Methods/Results
    c. Impact/Major accomplishments
    d. Future Directions
- Prepare a poster using PowerPoint or any tool
- Poster size should be **48 in x 36 in Portrait format**
- Ensure text and figures are uniform and legible from a distance
- Body of poster is "free form" author's choice. Feel free to have your supplemental materials printed for referencing during the poster presentation
- Institutional logo, title, authors, affiliations, acknowledgements, and publications should be visible in designated places
    - Institutional logo placed on upper left corner.
    - A second institutional logo can be placed on the upper right corner.
    - Title (Arial 96 Bold Italics-above top line)
    - Authors and affiliations (Arial 48 Bold-above top line)
    - Acknowledgements (if required) (Arial 32 bold-below bottom line)
    - One recent, relevant publication (Arial 36 bold Italics-above bottom line)
- It is advised that posters be printed *without* lamination as this will add to the weight and make the poster difficult to pin to the poster boards.
- Submit print request for poster by Oct 19th, 2022 see further for more instructions.

Poster Printing

The Argonne Print Shop is available to print your posters. To submit a request to the print shop, please click here and then click on "Standard Printing Request" in the right column.

- Add your contact information
- Ignore the "Copy Details" and "Related Requests" sections
- Add the title of your poster where requested
- Under "Project Task" add the cost code that pays for your research, with permission from your supervisor (the cost to the project is $150)
- Ignore the "SCOAR" field
- Under "Project Due Date" enter October 25, 2022
- Mark the Due Date as "Critical"
- Upload the pdf file of your poster
- Click "Large Items" under "Request Options"

The print shop will email you when your poster is ready for pick-up. **Please make sure** to drop off your poster at the Conference Center on October 25th, the day before the event. Additional information on where to bring your poster will be emailed as the event approaches.

Additional Poster Design Resources

For more general information on how to create informative poster and give impactful presentations, we recommend the web resources below:

Designing conference posters
How to Design Attractive Scientific Posters That Are Also Effective
Tips for Communicating Science - Content Choices
Tips for Communicating Science - Design Choices
Award-winning scientific posters: all the steps to success
Giving an Effective Poster Presentation - YouTube

Q&A session with judges

Posters will be judged on the quality and appearance of the presentation and on the presenter's overall presentation skills. You should construct your poster for a general technical audience to facilitate a high level of cross-divisional and cross-directorate participation. To help you understand how judges will evaluate your poster, a sample judging rubric is included on the next page.

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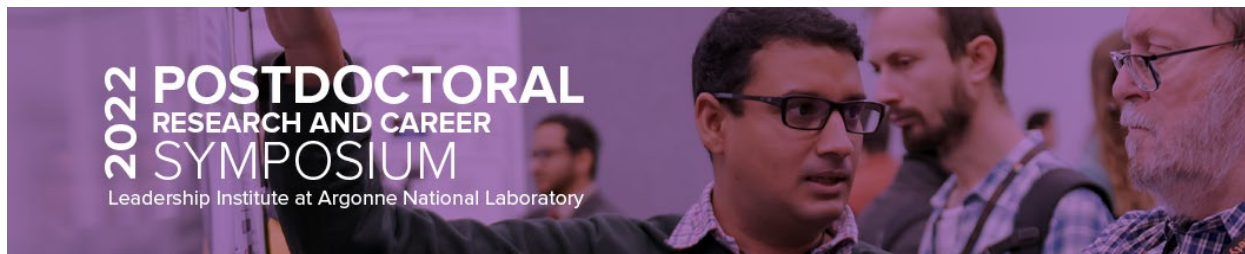|	
Instructions: Please select a score of 1 through 10 for each section and then sum the total score in the requested box. Include comments regarding any issues, concerns, or insights you feel will give the scorers a better understanding of your view of the presentation. Comments will be used in the event of a tie.	
Poster Number and Title	
Overall Poster Quality Was the poster visually appealing and easy to read? Were fonts, headings, colors, and white space used creatively? Would someone walking past this poster be motivated to stop and read it?	
Topic Organization Is the topic clearly evident? Is the layout of the poster logical, and does it provide sequential information from the title to conclusions? Is it easy to follow?	
Presenter's Oral Presentation Skills Was the presenter confident and professional, with established eye contact and few verbal pauses (umm, ah, etc.)? Did the presenter answer all questions professionally and concisely?	
Presenter's Knowledge of Topic Did the presenter clearly convey the topic of their poster, answer questions and discuss information in a way that was easy to understand? (Would a layperson be able to understand? Was too much jargon used?)	
Clarity/Significance of Content Did figures/illustrations clearly convey significant information? Did the text concisely complement/summarize the key take-aways?	
Total Score (Max of 50)	
Comments	

Contact

Technical Program
PRCS 2022 Organizing Committee
Email: postdoc-symposium@anl.gov
Web: https://www.anl.gov/postdoctoral-research-and-career-symposium