



## DIRECTIONS FOR SUBMITTING A POSTER

A page will be created just for you with the title of your work, name, faculty mentor's name, abstract, your 3 min or less video, and an image of your poster. There will also be an interactive comments section that will allow visitors to the page to ask questions while giving you the opportunity to respond to their inquiries.

### Items you will need to provide:

- Poster Title
- Author(s)
- Faculty Mentor
- Discipline
- 150-word Abstract
- Headshot
- 24x36 Poster
- Poster Pitch - Up to a 3-minute video presenting your work

Example: <https://cur.aa.ufl.edu/2020/04/14/de-sanctis-gina/>

### ABSTRACT

- 150-Words
- 12 point font
- .doc or .pdf

### HEADSHOTS (JPG Format - 300 dpi preferred)

Photoshop:

- Open your image in photoshop
- Save for Web > {landscape: width @ 1000px} {portrait: width @ 500px;}
  - Height does not matter, just make sure the widths are correct for their respective orientation (landscape vs. portrait)
- JPEG > Quality: 100
- Make sure Optimized is checked
- Save their headshot as: **firstname\_lastname.jpg**
- **No Selfies please**

### POSTERS (PNG Format)

InDesign:

- Poster Size - 24x36
  - Orientation: Landscape
  - Uncheck Facing Pages
- Create your poster
- Export
  - File > Export...
  - Save their **poster** as: **firstname\_lastname.png**
    - Format: PNG
    - Click "Save"
  - Image Quality: High
  - Image Resolution (dpi): 300
  - Color Space: RGB

## VIDEO SUBMISSION - Poster Pitch (Youtube)

For your presentation it is not necessary to cover all the small details, if someone wants to know those, they can ask a question in the comments. Instead focus on the bigger picture of your research, results, and conclusions. Think of this video as a normal presentation of material, only recorded and with a time limit. Cover the important topics of your research and get your point across

Quick Elevator Pitch Example: <https://www.youtube.com/watch?v=n0BKBcSZaA0>

For recording your presentation, you do not need to print your poster and have it with you, however you can still reference it as it will be visible for the audience. Once the presentation is recorded please upload it to YouTube on your own account, make the video public or unlisted depending on preference, and send us the link to your video to post on your page. Below is information on how to upload.

Upload from iPhone/iPad

<https://youtu.be/fgCA4UU8snE>

Upload from Android

<https://youtu.be/P3yOIIfkzDI>

Upload from Computer

<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>

Video Privacy Setting

<https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>

### Posters will be judged on:

- quality of the narrative
- overall completeness in presenting the topic under study
- communicated significance of the topic

When you are ready to submit your information, please use the link on the website or:

[https://docs.google.com/forms/d/e/1FAIpQLSde6uX6E2vuiuztfh\\_59iFFZcT3yRH\\_ercmeI78jkl7DsDz5g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSde6uX6E2vuiuztfh_59iFFZcT3yRH_ercmeI78jkl7DsDz5g/viewform)

Once you have completed your submission you will receive the following popup message:

"Your poster has been submitted! Please contact [ufdcpresearch@gmail.com](mailto:ufdcpresearch@gmail.com) with any questions. Thanks!"

For help or questions about submitting a poster please email: [ufdcpresearch@gmail.com](mailto:ufdcpresearch@gmail.com)

**DEADLINE FOR SUBMITTING POSTERS: NOVEMBER 2nd @ 11:59pm**