2021 (Virtual) Annual Research Poster Competition
GRADUATE/PROFESSIONAL GUIDELINES

COMPETITION ELIGIBILITY
The Graduate Poster Competition is open to any currently enrolled or recently graduated (Spring 2020 or later) students, including M.S., Ph.D., and professional students, working on a CFAES supported project. Post-docs and Research Assistants/ Associates/ Scientists, including Visiting Scholars that are not currently enrolled in an advanced degree program, are also invited to participate. There will be separate competitions held for Undergraduate students, Master's students, Doctoral students, Post-doctoral Scholars, and Research Assistants/ Associates/ Scientists.

Entrants may present only posters on original research they have conducted while at The Ohio State University. Students don't need to have completed their research to participate in the poster competition. For research in progress, rather than including your final results, we will ask you to discuss initial observations about the progress you have made.

PARTICIPANT EXPECTATIONS
All participants are expected to register for the competition, submit an abstract and PDF of their research poster, record a 7-10 minute presentation using Microsoft Sway, and participate in a live Q&A poster session. Participants must register for the competition online by 5:00pm on **Wednesday, March 3.** Posters must be submitted online as a PDF by 5:00pm on **Wednesday, March 17.** Microsoft Sway presentation links must be submitted by 5:00pm on **Wednesday, March 24.**

Poster Q&A sessions will be held throughout the week of April 5. Since the competition will be held virtually, all poster authors are expected to participate in at least one poster Q&A session to discuss their poster. Each poster author will be able to show their poster and will be given approximately 8 minutes to provide a brief (1-2 min) recap of their work, followed by audience questions. Participants will receive the final presentation schedule by the end of March and are expected to attend their assigned virtual Q&A session. We do encourage presenters attend multiple Q&A sessions to engage with other attendees. Time commitment for one session will be approximately 60-90-minutes.

Absences may be excused for non-moveable obligations (e.g., an oral exam), however we do expect all participants will make every effort to complete all poster competition requirements,

including the Q&A session. To request an excused absence, the student's advisor should provide a justification by emailing the Graduate Education Coordinator, Kayla Arnold (arnold.1065@osu.edu), prior to March 31 or they will be excluded from the competition.

All abstracts can be published in the Knowledge Bank and made available online, allowing the abstracts to be listed in the authors' curriculum vitae. In order to have posters uploaded, participants must complete the Knowledge Bank License Agreement and submit this to the Graduate Education Coordinator via email. Otherwise, posters will not be posted online.

REGISTRATION

All participants must register for the competition online **by 5:00pm on Wednesday, March 3** at https://osu.az1.qualtrics.com/jfe/form/SV_bpB7TcmRCheYV93. During the registration process, you will select your availability during the week of April 5 which will allow us to schedule presentation times.

FILE SUBMISSION GUIDELINES

Participants in the poster competition must submit a PDF of their poster by **5:00pm on Wednesday, March 17** at oardc.ohio-state.edu/annualconference/posterreg.asp. An e-mail confirmation will be sent to the entrant to acknowledge receipt of submission. You will also submit your abstract at this time. Abstracts should not exceed 350 words. The website will be closed for submission at the deadline and **no late submissions will be accepted.**

The following deliverables will be required during the submission process:
1. DUE MARCH 3
   - Poster registration: Participants must submit their name, competition level, department, advisor's name, email address, abstract. Register here.
2. DUE MARCH 17
   - Poster PDF: All posters must use a university approved poster template, which can be found at oardc.ohio-state.edu/annualconference/postertemplate.asp. **Failing to use the pre-approved template will result in elimination from the competition.** Each poster should be uploaded in PDF format.
   - Abstract Must include title, authors, and a maximum 350-word summary of the study. The summary should address the purpose of the study, your research methods, findings, and implications of your research.
3. DUE MARCH 24
   - Microsoft Sway Presentation: Participants will create a Microsoft Sway page and develop a 7-10 minute recorded presentation about their research. This presentation should be tailored to a non-expert and make sure to mention potential implications of your work, while visually engaging the audience. This recording will be posted online to complement research posters during the virtual

research conference and allow the wider CFAES community to engage with our presenters.

Guidelines:
- Poster Size: One sided, no larger than 42" x 36" displayed horizontally or vertically.
- Format: All posters must use the university approved poster template, which can be found at oardc.ohio-state.edu/annualconference/postertemplate.asp.
- Each poster should include:
    1. Title Banner – Including the title, author(s), and department(s). The entrant should be the first author listed.
    2. Introduction – A clear and concise statement of the rationale, hypothesis, and justification for the project, the objectives of the research, and general approach.
    3. Materials and Methods – An outline of the key materials and methods defining how the experiment or study was conducted.
    4. Results – Tables, figures, photos, etc., showing and documenting experimental findings and analyses.
    5. Conclusions and Discussion – A statement of the conclusions from the study results and a brief explanation of the study's scientific rigor, discoveries and their significance, and congruence (or lack of) with the body of scientific knowledge. If the project is still in progress, please explain any relevant results up to this point as well as initial observations you've made.
    6. Acknowledgments and References – A brief acknowledgment of other contributors who are not authors, and key literature references to the study, if required.
    Note: Graduate students pursuing a professional degree who would like to submit a poster that may not follow these exact content guidelines, please contact the Graduate Education Coordinator, Kayla Arnold for further details.

- Legibility: All text and figures should be digitally readable at a normal zoom (100%)
- Continuity: The presentation should be a coherent series of statements and supporting illustrations, with each leading to the next, which show the flow of the presentation and the progression of the study.

REVIEW PROCESS & AWARDS

All posters and recorded presentations will be posted online at least one week prior to the start of Q&A sessions. These online materials will undergo a review process during which they will be scored. Evaluations will be based on the abstract, poster content, design, and the recorded Sway presentation, according to a rubric developed by the College (which can be found at https://www.oardc.ohio-state.edu/annualconference/rubric.pdf).

CFAES

Each participant will receive the feedback provided by the judges on their poster submission. Poster authors will also be provided any community comments submitted via the Virtual Poster Competition website. Participants will not be judged on the Q&A session held the week of April 5, however this will be a great opportunity to practice presenting and engage with the wider CFAES community.

All poster authors who successfully complete the poster competition will receive a $50 gift card for their participation. Posters in each category placing in the top 3 will be announced at the CFAES Awards Ceremony on Thursday, April 8, 2021 (12:30-2:00pm).

IMPORTANT DATES

Wednesday, March 3, 5:00pm	Deadline to register to participate in the poster competition
Wednesday, March 17, 5:00pm	Deadline for final presentation to be uploaded
Wednesday, March 24, 5:00pm	Deadline to upload Microsoft Sway presentation
March 29 – April 4	Poster judges review and score submissions
April 5 – April 9, 8:30-5:00pm	Poster Q&A, sessions throughout week
Thursday, April 8, 12:30-2:00pm	Awards presentation (register to attend)

HELPFUL RESOURCES
Creating a Sway presentation
OSU training resources
Getting started with Sway
Adding audio and video