

Dear Levitt Fellows,

As part of your Levitt Fellowship agreement, you will each be required to create a large format poster describing your project and participate in a poster session on October 12. To make the task of poster creation easier for you, I have set up a series of short **mandatory** workshops with ITS. The information you receive during these workshops will be invaluable to you during this process, so please make every effort to attend! You must let me know ahead of time if you have direct conflicts with any of these dates, and I will help you make alternative arrangements with instructors in ITS for individual instruction. All workshops will take place during the evening.

**Important points to remember:**

- The Reference Librarians will be a great source of assistance, especially as you search for images or graphics to add to your poster. To make an appointment, please email [askref@hamilton.edu](mailto:askref@hamilton.edu) or call 315-859-4735. They are here to help!
- Images you find online are often too small to use in a large format poster. JPEG images must be several hundred pixels to enlarge well. Ask a specialist in the MPC if you are uncertain whether an image will be acceptable.
- If you have any questions about the process of poster creation, or run into any difficulties along the way, please contact the MPC at [mpc@hamilton.edu](mailto:mpc@hamilton.edu).
- You should schedule your 1-hour printing appointment while at one of the workshops in September.
- Take some time in the next few weeks to think about what information you would like to include in your poster, so that you are ready with ideas when you attend the workshops in September. Your posters should be able to convey enough information about your research so that it can stand alone: outside viewers should be able to understand the main ideas of your work without reading your research paper or listening to your presentation.
- Work with your faculty advisor to come up with suitable information and graphics to include in your poster. If you would like additional feedback, Ann Owen will be available to look it over with you and provide additional evaluation.
- You will each be required to give a brief (2-3 minute) presentation about your research during the poster session.

**Important dates:**

**You are required to attend the workshop on September 12, September 19 or 20<sup>th</sup>, make a printing appointment, and be at the poster session on October 12.**

**September 12<sup>th</sup>, 7-8 pm, Burke 001: Visual Literacy Workshop**

This is an interactive workshop on graphic design principles in terms of visual literacy and communication in the medium of a large format poster. Students get tips on ways to present their research so that their posters reflect scholarly effort, and visual communication design and are aesthetically pleasing. The workshop covers the use of color, images, graphs, text, etc. in a poster project.

**September 19<sup>th</sup> or 20<sup>th</sup>, 7-8 pm, Burke 001: Workshop on PowerPoint for large format posters**

Students learn how to setup and author a poster in Microsoft PowerPoint. This workshop focuses particularly on the special considerations and differences in using PowerPoint to create a poster as opposed to a slide show.

**October 4<sup>th</sup>, 6-9 pm, MPC: Open lab for proofing**

This will be your last chance for technical support, so please take advantage of it! You may stop by the MPC at any time during this 3 hour block to ask for assistance with your poster and print an 11x17 draft. This will give you a good idea of what your final product will look like, and also provides you an opportunity to make corrections and consult with your faculty advisor before the final printing appointment.

**October 4<sup>th</sup> -9<sup>th</sup>, MPC: Printing appointments**

One hour time slots for printing appointments are scheduled for the students to print the final copies of their posters. Students are expected to arrive at the appointment on time, with a completed PowerPoint file, saved to their SSS account. At the appointment, an ITS staff member will convert the PPT file to a PDF and print an 11"x17" proof of the poster. Once the student has approved the proof, the staff member will print the final large format poster. Although you will be given the opportunity at this time to proofread and make small last-minute changes (ie, typos), you must come to your printing appointment with a completed poster file. You will leave with the finished large format poster in-hand. This will be your only large copy of the poster, so please treat it with care!

**October 12<sup>th</sup>, either noon or 4 pm: Poster session outside of Levitt Center**

Your posters will be set up earlier in the day. Please bring your poster to the Levitt Center by 4 p.m. on October 11<sup>th</sup>. The poster session will be held either at noon or at 4 p.m. When the schedule is finalized in a few weeks, we will let you know.