

# How to: Plan a Poster Exhibit

*Planning a poster exhibition associated with your first-year class's research experience can result in positive outcomes for students but requires some advance planning and coordination in order for things to run smoothly.*

## Prepare

- » It will work best if you have a clear idea of how many posters will be displayed and how many students and guests are likely to be involved. Also decide early on if this will be a competition or an exhibit. If judging will take place, establish an evaluation metric and think about who will be involved in assessing and how the decisions and announcements will take place.
- » Also think about what location will make sense and help to achieve the desired outcomes. Considerations might include: exposure to campus-community passersby, size of the locale and quantity of posters to display, accessibility for department colleagues, audio & visual equipment, refreshments, and fire safety, etc...
- » Campus partners are available to assist: *Facility Management Division* can advise on locations, room availability, costs, and features including poster boards & tables, among other considerations. *eMAP* can be contacted for audio visual equipment if it is not available with the selected room/space. Getting in touch with *Hospitality/Catering* will provide for refreshments.

## Time It

- » Select a date and time and an alternative option. You may think about offering the poster exhibit during regular class or lab times and consider whether the event will impact student marks and should therefore be offered before or on the last class date. The date may also be affected by other campus events, students' and colleagues' schedules, and your own obligations.
- » Keep in mind that a minimum range of three hours may be necessary to allow for the campus community to take in the exhibit and for students to be able to participate in light of their other classes and commitments.

## Ask

- » Create a budget with projected costs, a timeline for activities to take place, and a checklist – especially helpful if multiple people from a range of departments are involved in planning and executing the event. Delegate or enlist assistance from others including students, research coaches, the Undergraduate Research Initiative staff, and administrative staff from your department, where warranted.
- » A budget can also inform any funding application. For example, the *Gwenna Moss Centre for Teaching Effectiveness* offers an [Experiential Learning Fund](#) and the *Community Engagement and Outreach Office* has funding to support [Community Engaged Scholarship](#).

## Share

- » Be sure to create and circulate a notice of the event. Invitations, posters, plasma screen and PAWS announcements, requests for speakers and/or judges should be designed, printed, and/or disseminated a couple of weeks in advance.