

Student Poster Presentations and Medical Student Research Symposium

Lions Building, 6th floor, 2020 Gravier Street, NO, LA 70112

Important Deadlines:

Abstracts are due July 16.

Posters are due July 22.

Research symposium is July 29 from 9:00 to 5:00

High school students and undergraduates are required to present a poster. Medical students are required to present an oral presentation at the symposium.

-Abstracts: Write a page-long summary of your project. Include a title, your name, and your co-authors. We will send you a template for you to fill out. **USE THE TEMPLATE WE PROVIDE ONLY.** It has all of the information we need so we can print out a booklet to hand out during the poster session.

-Posters: Use the Power Point poster template we send you. It is in the correct format and size for us to print it. We need to receive the poster as an attachment in an e-mail or in a CD, and we will print it out.

-To make the poster:

1. First: make sure that your mentor approves of the information that will be presented in the poster.
2. Make sure that you understand everything you write on the poster. You should be able to explain your project to the judges.
3. Fill out one of the two Power Point templates we e-mail you. One is for Tulane and one is for LSU, depending on your mentor's affiliation. You can change the logo if you are not working at Tulane or LSU (Children's Hospital or Pennington) if you wish. Adjust the size of the boxes according to how many figures or how much text you have.
4. Use at least a 24 point font size so the text will be visible from 3 to 5 feet away.
5. Feel free to adjust the box sizes depending on the amount of text or figures you have.
6. Use any color you want to. Express yourself!

7. Posters need to be sent as an attachment file to Bradley Howe bhowe@lsuhsc.edu and CC it to Dr. Fern Tsien (fmille@lsuhsc.edu). If for some reason you are unable to e-mail the poster, bring it on a CD to Bradley Howe in room 659.
8. The posters will be displayed all day on July 29th. The oral presentations will begin at 9:00. Lunch will be provided at 11:30 am for you and the judges. The poster session when the judges will be present will be at 12 noon. Your mentors and other co-workers are invited to view the posters and to attend the oral presentations. Poster winners will be announced at the end of all of the oral presentations at 5:00.
9. Posters need to be taken down by 4:30 pm.
10. If you will not be there to take down your poster, please arrange to have someone else pick it up for you. The mentors keep the posters to put outside their labs.
11. Good Luck!!!

One more thing!!!

Very important to ensure accurate printing of your poster!!!

Sometimes Greek letters, special symbols, and fonts don't appear the same on different computers. This problem is solved by embedding the fonts when saving the file.

Here's how to do it:

1. Save the file to send to Bradley Howe under a different name than your original file
2. Then click File, Save As
3. On the box, Click on Tools, Save Options
4. There will be a new box with a choice to check off "Embed True Type Fonts"
5. Check it off and then click on the "Embed characters for use only" (the uppermost choice).
6. Then click "OK" and "Save"