Pitt Business Center for Supply Chain Management

Poster Session for Supply Chain Management Symposium

Fall 2018

Poster Requirements

1. All submissions will be assigned a Poster Number. This assigned number should be displayed in front of the poster; names of the authors themselves or their affiliations must not be included on the poster. All posters must have an abstract. Authors may also optionally create a one-page handout for the judges with only the poster number and title (no names or affiliations). The judges will not accept any other document.

2. Please include citations and acknowledge previous work as appropriate in your submission.

3. Poster Size and Materials: Authors can collect 48" x 36" poster boards from the Center for SCM. Posters must be fully developed by authors, and can be in form of standard-sized slides or larger posters as long as they fit on the poster board.   Posters cannot include heavy items attached to the board. Participants may keep reasonably sized and weighted items in support of their poster.

4. If your project involves the use of human subjects, please contact the organizers.

5. You are also responsible for the removal of your poster at the end of the Symposium. The organizing committee will provide specific instructions with regard to poster removal.

Poster Tips and Best Practices

1. Your poster should be constructed so that it presents the desired information in a self-explanatory manner.

2. Be sure to communicate why your topic is important to Supply Chain Management professionals and students. This is the hook that will pull in an audience to look at your poster.

3. Keep you poster simple and brief. A poster is not a place for a term paper to be displayed page by page. Instead, develop a storyboard with panels on your poster that tell the story and communicate your findings.

4. Organize your poster using headings, such as "Introduction," "Key Research Question," "Background," "Major Findings," and "Recommendations" or "Conclusions". These

headings will help establish a logical flow to your poster.

5. Use large enough fonts so people will not have to squint to read the material. For headings, we recommend at least a 48-point font. For text, we recommended 18-point or larger font.

6. Make your poster visually appealing. Have fun. Be creative. Incorporate color. Use photographs, graphs, charts, maps, and the like. Simplify charts and figures to include only relevant information. Be attentive to the layout and placement of your materials.

7. Place the Poster Number and title of your work in a prominent position on your poster.

8. Prepare what you will say when visitors come to your poster. Anticipate the most likely questions and develop your best answers in advance. You may wish to have one-page handout and a way to collect names and contact information for anyone interested in receiving more details about your poster.

9. Do not plan on using any audiovisual equipment. None will be available nor accommodated. Internet access cannot be guaranteed.

10. Ask others for feedback before you finalize your poster. Give it your best effort and it will reflect well on you.