

Guidelines for Submitting your Research Poster

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1. Write an abstract for your research poster
 - a. Length: 250 words or less
 - b. Format: your abstract is suggested to include 4 elements: 1) Introduction, 2) Method(s), 3) Conclusions and major contributions, and 4) Keywords
 - 1) Introduction: briefly introduce the purpose of doing this research and your research question/hypothesis
 - 2) Method(s): how do you come up with your conclusions? Please include details of your research methods (e.g., # of surveys/interviews completed, sampling methods, and/or possible limitations)
 - 3) Conclusions and major contributions: please explain major conclusions drawn from your data and discuss why this research is important
 - 4) Keywords: Please list 2-4 Keywords, so other researchers can find this research (e.g., Disaster Response, Emergency Management, Public Information Officer, and etc.)
2. Submission and Reviewing processes
 - a. Submit your abstract before the due date (check the FEMA Higher ED conference website or the “Call for Submissions” document)
 - b. You will be notified on, or before, [date], of your acceptance
3. Making your research poster
 - a. Follow the Poster Format issued by the FEMA Higher Education Planning Group to make your poster
 - b. Use less texts but more graphics to present your ideas. This book might help you:

Wong, D. M. (2013). *The Wall Street Journal guide to information graphics: The dos and don'ts of presenting data, facts, and figures*. New York: W. W. Norton & Company, Inc.

- c. Use dark fonts in bright background, or bright fonts in dark background OR Use dark fonts with a bright background or bright fonts with a dark background
 - d. The FEMA media department will review your poster after you submit it; you might need to modify the poster before you are approved to present it at the symposium
4. Present your research poster at the FEMA Higher ED symposium
- a. Participate in the Higher Education Symposium
 - 1) You will receive a “welcome package” from the FEMA. Please read the documents in the package and follow the suggestions and instructions provided
 - 2) People go to the FEMA Higher ED Symposium to listen to your presentation, but not to read your poster
 - b. The FEMA media department will print your poster on a poster board. You can bring your poster back after the symposium. Please prepare to mail or ship it (the poster board cannot be bent).
 - c. Follow the instructions to set up your posters
 - d. Present your research in simple ways
 - 1) No jargons, professional terminologies, and/or complex theories
 - 2) Thinking about practical applications of your conclusions (How do people use this research when they come back to their offices?)
 - 3) It is fine to say I have no idea right now, if your data does not support any suggestions or assumptions from your audience
 - e. Be prepared to stand for 2 hours or longer during the poster session, so dress accordingly
 - f. Bring and share your business cards