# 10708 Poster Requirements

Spring 2019

## Logistics

- Poster submission deadline to Gradescope: **Monday, April 29, 11:59pm**.

- Poster presentation date: Tuesday, April 30 (please arrive by 2:30 pm).

- Poster presentation time: 3:00–5:00 pm.

- Location: NSH atrium

## Aim

Each project team is asked to create a poster about the progress that they have made on their project so far. The goal of the poster sessions is to give you a chance to speak to your instructors about your individual project and get suggestions directly from them. We also encourage you to discuss your thoughts and collaborate with your peers on your projects. This is a good opportunity to learn from some of your fellow colleagues and solve some of the problems that you may have run into while working in your domains.

**Note:** If you are struggling to create a poster or are stuck in your work, we recommend that you set up a meeting with your project mentor as soon as possible, so that they can help to answer your last minute questions.

# Guidelines

Here are the guidelines for the poster session (important, read carefully):

1. **Submission:** PDF versions of the poster need to be submitted on Gradescope by **April 29, 11:59 pm ET**. Make sure you make only one submission per team **AND ALL your team members are added to your submission**.

2. **Project Group Number:** You will find your group's project number in the document linked below:

   <u>List of Project Groups</u>

   Please take a look and verify that your group information is correct and make a note of your group number. **If anything is incorrect in this sheet, email 10708-instructor@cs.cmu.edu ASAP**. Poster boards will be numbered and you should set up your poster at the assigned location and make sure to keep the project number sticker visible for others to locate your poster.

3. **Poster Sessions:** At least one member of each team should attend the poster session. This person is expected to present their poster to the instructors. This is a very good opportunity for you to get individualized feedback from the course staff. If nobody from your group can attend, please email 10708-instructor@cs.cmu.edu with the words "10708 POSTER SESSION CONFLICT" in the subject line and an explanation of the conflict. Please also CC the rest of your group members in this correspondence. You do not have to attend the entire session, but are welcome and encouraged to do so.

4. You may not use any late days for the project poster.

5. **Poster Design:** Posters are a different medium than papers. They should convey a clear message in an engaging way. For the course project, you need to convey the problem at hand, the limitations of existing methods (briefly) and how you solved the problem, as well as some high level conclusions. Start by designing the poster on a sheet of paper, setup the entire organization, and then go on to create a poster. You should limit text as much as possible: do not have entire paragraphs on the poster. Similarly do not put blocks of equations without making sure they are essential to your work and clearly motivating them. Furthermore, make sure that the smallest font on the poster can be seen from two feet of distance. This also applies to graphs, please do not have small illegible labels on your graphs. Do not overcrowd the poster.

   (For examples of good poster designs, check out some of the posters hanging up in GHC on the 5th or 8th floors!)

6. **Poster Printing:** The size of the poster needs to limited to 40 inches x 30 inches (the size of the poster boards). If you have an SCS account, you may use SCS poster printing. However, please be sure to read through their guidelines to avoid delays. This service is only available to students with an SCS account: `https://computing.cs.cmu.edu/desktop/printing-posters.html`. If you do not have access to free poster printing, please first contact your classmates from SCS to help you print your poster. If nothing works out, then you have an option of printing your poster on sheets of paper and arranging them together as a poster. However, please make sure that you still design your poster with a consistent flow in mind (see point 5). For help on doing this, see the following link: `http://www.pptfaq.com/FAQ00538_Print_large-format_slides_to_normal_size_paper_-tile-tiling-.htm`

7. Instructors will stop by your poster during the session. **You will get 5 minutes to present your poster plus a couple of minutes for questions.** We will be looking for the following:

   (a) **Motivation:** Is the motivation of the project clear?

   (b) **Details of the proposed methods:** Are they clearly explained? Is the choice of methods technically sound? How are they adapted to the chosen problem?

   (c) **Results:** Are the current results reasonable? Are the obtained results explained well?

   (d) **Presentation:** Were poster and explanations concise? Were poster and explanations clear? Did Q&A demonstrate understanding?

8. Finally, if you wish, you may provide anonymous feedback to your peers using the following google form: `https://forms.gle/2sw6bFPtKM6e7j8AA`. We will collect all responses for each project group separately and will send them to the groups over email within a few days after the poster session. While we may look at this the feedback, **it will not be used for grading purposes**; it is rather intended to provide more useful signal to each of the project groups before the final report.