Barsan Research Forum Poster FAQs

Q. What types of work can my poster cover?
A. Your poster can provide information about any work that you counted as a scholarly project in the EM department's scholarly output metrics. This may include book chapters, quality assurance projects, medical education projects, conference abstracts, and both funded and unfunded research projects. All faculty, residents, and students are encouraged to participate.

Q. What information should I include in my poster abstract?
A. Your abstract should be no longer than 250 words. For a research project, it should include a brief background, objectives, methods, results, and conclusions. For other types of projects, it should include enough detail to explain the overall purpose and unique characteristics of your work. Note that work does not need to be finished; you may present on a project that is in process.

Q. I have already created (or will be creating) a poster for a spring conference. May I repurpose that poster?
A. Yes. Please use the same poster for this event. There is no need to reformat it.

Q. In what format does the poster need to be?
A. Typically, posters are approximately can be as large as 48" x 72", but there is no size requirement for this conference. You do not even need to create a formal poster. It is perfectly acceptable to post PowerPoint slide printouts, or any series of individual sheets. In general, do not plan for your display to be larger than 48"H x 72"W.

Q. How do I create and print my poster?
A. We have provided a template on the website to use, which we highly recommend (unless you are repurposing a poster from another event). The typical cost of printing is $60-80, and
this can be done at a local FedEx office. They are very familiar with the process and can help with technical questions. You may also wish to use an on-campus resource: [https://medicine.umich.edu/dept/biochem/poster-printing](https://medicine.umich.edu/dept/biochem/poster-printing) Printing costs are billable to your CME. If you have questions about how to pay for your poster printing, please email Michelle Minix (mmminix@umich.edu).

Q. **What time do posters need to be set up and taken down?**

A. Please plan to have your poster displayed by 10 a.m. Staff will be available to assist you from 8-9 a.m. And supplies will be provided (thumb tacks, etc.). You will be assigned a space in advance, so you will know where your poster goes. Additional information will be sent to poster presenters prior to the event. Posters must be retrieved and taken down by 5 p.m. (and not before 1 p.m.). If you are unable to take your poster down, please arrange for someone else to do so for you. Facilities staff will dispose of any posters left after 5 p.m.

Q. **What time is the poster session?**

A. Currently, the poster session is planned to take place right after lunch and should be finished by 1 p.m. (some schedule shifts may occur; we will confirm times prior to the event).

Q. **Can someone else present my poster?**

A. Yes. If you are unable to be present for the poster session, a co-investigator, research coordinator, or person knowledgeable about the project may present in your absence. However, someone must be on hand to discuss the project.