

## Community Engagement Showcase Guideline for Poster Presentations

NIU's Community Engagement Showcase is an opportunity for students to share their service projects and community engagement experiences with the campus community and local community partners. Students who have completed service-learning related projects or placements during the given academic year are invited to register. This event will provide students an opportunity to network with service minded professionals, practice their presentational skills, and add an additional experience to their educational portfolio.

**Poster Presentation Guidelines** (A poster presentation is a graphically oriented summary of your research project or service-learning experience. It consists of a collection of frames, or columns, displayed at eye-level on one side of a freestanding double-sided whiteboard.)

**Poster Option A** – use for community-based research projects and service-learning projects that include addressing a specific need of the community partner using data collection and analysis. Include following information:

**Project Overview (Abstract):** Short summary of your project or work conducted as part of a service-learning course, program, or organization. Include catching facts or information to capture audience.

**Relevance (Significance):** Provide an overview of what your project entails and how it addresses problems or issues that are relevant to community needs. Both the abstract and the intro/background should not take up more than one column on your poster.

**Methods (Objectives)** Outline how you conducted your project. Provide understanding of the appropriate process for identifying and addressing a community need. Should be understood by an expert as well as someone with no prior experience. May include images/diagrams.

**Outcomes:** Discuss project's strengths and limitations as they relate to addressing a local problem or issues. Highlight what your research shows and include graphs, charts, or images.

**Reflective Analysis:** How does the service-learning program connect to your academic or professional goals? Community Impact: What community need(s) have been addressed with your program, and how have the results of your program impacted your partner community?

**Conclusion:** Wraps up your findings. Provides ideas for future steps

**References & Acknowledgements:** Reference any citations on the poster using your field specific format. Acknowledge your mentor, any program sponsors, and funding sources.

**Poster Option B** – use for presenting about experiences in service-learning course, programs, internships, study abroad or Huskie Alternative Break program. Include following information:

**Project Overview (Abstract):** Short summary of your project or work conducted as part of a service-learning course, program, or organization. Include catching facts or information to capture audience.

**Community Impact:** What community need(s) have been addressed with your program, and how have the results of your program impacted your partner community?

**Student Impact:** How does the service-learning program connect to your academic or professional goals? Based on your reflections during the trip, what did you learn about yourself, the community and the social need you were addressing?

**Outcomes/ Results:** What deliverables or outcomes were made by this community engaged project?

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**Sustainability:** How will the program be carried on beyond your time in the community? Indicate how the community partner organization will continue the service project.

**Conclusion:** Include an explanation of the ways the results satisfy the research objective. Illustrate how your findings impact scholars in your field and members of the broader intellectual community.

**Acknowledgements:** Reference any citations on the poster using your field specific format. Acknowledge your mentor, community partner organization (s), any program sponsors/ office, and funding sources.

## Poster Templates – download PPT version of the template you will be using on CES website.

### POSTER OPTION A (Project title goes here)

Undergraduate Student Presenter(s) Name (Replace all template text with your information)

Department of (your department here), College of (your college here), Northern Illinois University –and- Community Organization's Name



**Project Overview/ Abstract**

**How to use this template**  
Highlight text (including title where it says "Template" at the top) and replace it with new text from a Microsoft Word document or other text-editing program. The text size for body copy and headings and the typeface has been set for you. If you choose to change typefaces, use common ones such as Times, Arial, or Helvetica and keep the body text between 20 - 30 points.

24 point Times  
32 point Times  
20 point Helvetica  
30 point Helvetica  
18 point Arial  
24 Point Arial

**Project Relevance/ Significance**

**Note on color use**  
To change the background color, go to View>Master>Slide Master

Then, go to Format>Slide Master>Background

There are many options here – Remember not to let your design overpower your content in any way. Some of the custom template backgrounds for PowerPoint do not transfer well. By providing us a jpeg of your final file, we can ensure that your graphics, text and design choices print as intended.

**Objectives/ Methods**

**Text**  
Be sure to spell check all text and colleagues proofread the poster. In general, authors should:

- Use the active tense
- Simplify text by using bullet points
- Use colored graphs and charts
- Use bold to provide emphasis, avoid capitals and underlining
- Avoid long numerical tables

Authors should re-write their paper so that it is suitable for the brevity of the poster format. Respect your audience as a general rule, less is more. Use a generous amount of white space to separate elements and avoid clutter overall. Refer to Web sites or other sources to provide a more in-depth understanding of the research.

*Captions not in a serif style font such as Times, 18 to 24 size, italic style.*

**Outcomes**

**Images**  
TIFFs and jpegs are the preferred file format for images appearing in printed posters. Avoid the use of low-resolution jpgs, especially those downloaded from the Internet, as they will reproduce poorly.

In order to insert an image, use the menu toolbar at the top of your screen.

Select:  
1- Insert  
2- Picture  
3- From file  
4- Find and select the correct file on your computer  
5- Press OK

Be aware of the image size you are importing. Images should help illustrate your text. Avoid using images for decoration. You can place images anywhere you like in the poster – We have provided a few placement boxes below, but feel free to use different sizes, more images, or fewer.

**Reflective Analysis**

Creative and Media Services can print your poster.

To place your order, contact us at 815.753.6672 or 815.753.6371

Plan ahead, allow three business days to complete the order.

**File submission can be by email to graphics@niu.edu**

Please provide a pdf and a jpeg of your file, as well as the PowerPoint slide.

These file save options are under:  
**File>Save As>Format>pdf (or jpeg)**

**Conclusion**

Make sure to follow the detail instructions provided by OSEEL on how to print your poster.

**Acknowledgments/ References**

Check to make sure you have acknowledged partner and funding agencies, either with text or with their logos.

### POSTER OPTION B (Project title goes here)

Undergraduate Student Presenter(s) Name (Replace all template text with your information)

Department of (your department here), College of (your college here), Northern Illinois University –and- Community Organization's Name



**Project Overview/ Abstract**

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18 point Arial  
24 Point Arial

**Community Impact**

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**Student Impact**

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**Sustainability**

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**Conclusion**

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