



Society of Research Administrators International Symposium Formatting Guidelines for Posters

Topics: Topics for posters must be directly related to the body of knowledge of research administration. Specific possibilities include: academic investigations of research administration related issues or theories, case studies or summaries, reports of research administration successes or milestones, reports on innovative programs of operation etc. Poster submissions may not be advertisements of institutions as would be more typical of vendor or institution exhibits. Posters must be academic and/or professional in nature.

Poster Presentation Administration: The Poster Presentation session will be appropriately advertised in the SRA International Meeting Program and all SRA International Meeting participants and guests will be strongly encouraged to attend. Presenters must display their posters on the bulletin boards provided by the conference facility. The posters can be put up on Sunday, October 24 and they will remain displayed through Wednesday morning. Presenters are expected to stand by their posters for the Symposium Poster Presentation on Tuesday, October 26 from 12:30-1:30 p.m., to field questions and discussions from Annual Meeting participants, as well as the Poster Awards Panel.

Conference poster boards measure a maximum of 8 feet wide by 4 feet high. Poster displays must stay within these limits. Authors are encouraged to not include the abstract/summary text directly on the posters, but may be placed adjacent to the poster on the display board, along with handouts and contact information.

Best Poster Presentation Awards Selection: All posters presented at the 2021 SRA International Annual Meeting's symposium are candidates for the Best Poster of the Year Award. Poster evaluation is led by the Posters Awards Panel and takes place during the course of the annual meeting. The Awards Panel uses specific criteria for evaluating each poster that will be shared with presenters upon notification of acceptance. Results from the Posters Awards Panel are tabulated at the end of the Annual Meeting.

All posters will also be up for the 2021 People's Choice Award, voted for by our very own SRA International Annual Meeting attendees.

All presenters will be notified by email and the winners announced to the SRA membership within a few weeks of the conclusion of the Annual Meeting. Winners will be invited to accept their award during the 2022 SRA International Annual Meeting in Quebec City.

Poster Preparations and Submissions: Please send a PDF of your completed poster to symposium@srainternational.org no later than **September 3, 2021**. You will be responsible for bringing your poster to the annual meeting.

Questions regarding the poster and/or presentation can be sent to symposium@srainternational.org.