

Society of Research Administrators International

Symposium Formatting Guidelines for Posters

Topics: Poster topics must align with the core body of knowledge in research administration. Suitable submissions may include academic investigations into research administration theories or issues, case studies or project summaries, reports of notable successes or milestones, and innovative operational programs.

Posters must be academic and/or professional in nature. Submissions should not serve as advertisements for institutions, as would be more appropriate for vendor or institutional exhibits. The topic must contribute to the SRAI Body of Knowledge and may not promote products, services, or organizations other than SRAI or those directly affiliated with the presenter.

All images or graphics must be properly cited and used in accordance with copyright regulations.

Poster Presentation: The Poster Presentation session will be promoted in the SRAI Global Research Management Summit Program, and all attendees and guests will be encouraged to participate. Posters must be displayed on bulletin boards provided by the conference facility. Setup is scheduled for Sunday, April 26, and posters will remain on display through Wednesday morning.

Presenters are expected to stand by their posters during the Symposium Poster Presentation on Tuesday, April 28, from 2:00PM to 3:00PM, to answer questions and engage in discussion with attendees and the Poster Awards Panel.

Poster boards must measure between 1.07 m × 0.61 m/42 in x 24 in (minimum) and 2.29 m × 1.07 m/90 in x 42 in (maximum). Boards at the minimum size may be oriented either landscape or portrait; larger boards must be displayed in landscape orientation. Displays must remain within these dimensions. Presenters are encouraged not to include the abstract directly on the poster. Instead, abstracts may be displayed as separate documents alongside the poster, along with handouts and contact information.

Best Poster Presentation Awards Selection: All posters presented at the 2026 SRAI Global Research Management Summit Symposium are eligible for the Best Poster of the Year and People's Choice awards.

The Symposium Panel will evaluate posters for the Best Poster of the Year Award during the Global Research Management Summit using a set of criteria that will be provided to presenters upon acceptance. Results will be tabulated at the end of the conference prior to the closing keynote.

The People's Choice Award will be determined by attendee votes via the Global Research Management Summit website and mobile app.

All presenters will be notified of the results via email. Winners will be announced to the SRAI membership and invited to receive their awards onstage during the Closing Keynote of the 2026 Global Research Management Summit.

Poster Preparations and Submissions: Please send a PDF and measurements of your completed poster to symposium@srainternational.org no later than **April 3, 2026**. You will be responsible for bringing your poster to the global summit.

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