

# Atlanta Research Conference

## Frequently Asked Questions

This FAQ includes the following sections:

- A. General Conference
- B. Poster Presentation
- C. Lecture Session

### A. General Conference Questions

**Do I need to officially “register” to attend the Atlanta Research Conference?**

Registration is not required to attend the Atlanta Research Conference. All are welcome and it's free to attend.

*However*, if interested in guaranteeing a boxed lunch at the Conference, please see the information below in this section.

There will be a Welcome table (starting at 9:30am), where presenters and attendees will receive a Conference name badge & a printed copy of the program. Additionally, there will be an optional sign-in sheet for student attendees, as some course instructors offer credit for attending the Conference.

**Can I invite guests to my presentation? And/or can other non-presenters attend the conference?**

Yes, and yes! We encourage all Mercer faculty and students, along with other guests, to attend the conference regardless of whether they are presenting or not.

**What does the Opening Session at 10am include?**

The Opening Session provides a brief Welcome/Introduction to the Conference and the announcement of the Swilley Library Research Award Winners.

Additionally, the opening session typically involves a Keynote Address. This varies from year to year and specific information for the upcoming ARC will be posted on the Conference website.

**Will there be lunch available at the Conference?**

Boxed lunches will be available for presenters and attendees at the Conference. To guarantee a lunch, attendees will need to register their lunch preference **by Friday March 21<sup>st</sup>** using this link:

- [https://merceruniversity.co1.qualtrics.com/jfe/form/SV\\_01c0XBpuCHwwWmq](https://merceruniversity.co1.qualtrics.com/jfe/form/SV_01c0XBpuCHwwWmq)

Attendees who **register by March 21<sup>st</sup>** will be provided a lunch ticket when they arrive on the day of the conference. There may be additional lunches available for those who did not register by the deadline, but they cannot be guaranteed.

## **Atlanta Research Conference Frequently Asked Questions**

**If my poster/presentation is during a session at 1:30pm, am I required/expected to arrive at 9:30am and attend the entire conference?**

No, not necessarily. While we encourage all presenters and attendees to come for the entire conference to learn about the great research that other faculty and students are engaging in, it is not required, as this Conference (like many professional conferences) allows flexibility to attend the sessions that are relevant/important to you. If you're only able to attend during your presentation time, that's ok too. We'll have staff at the Welcome table throughout the duration of the Conference to provide name badges and printed copies of the program.

# Atlanta Research Conference Frequently Asked Questions

## B. Poster Presentation Questions

### I am presenting a poster. What does that entail and what do I need to bring for this?

You'll only need to bring your printed poster with you. During your designated poster session, you'll hang your poster on a conference-provided foam board and easel display using provided push pins to mount your poster to the foam board. The recommended poster size dimensions for printing your posters are 36"H x 48"W. The foam board displays are 40"H x 60"W in size, but your poster does not need to be that size (see question below about specific poster dimensions).

As for "presenting the poster," that entails standing by your poster and being ready to present/discuss your research with other attendees/presenters during your scheduled poster session. Poster sessions are typically more "informal" compared to lecture or talk presentations in that attendees often mingle from poster to poster during a given session.

### For my poster presentation during my designated session, how exactly will I know where to hang my poster?

Listed in the Conference Program, for each poster session, individual posters are numbered (e.g., 1-28). On the day of the conference, each of the foam boards used for mounting your poster will have a printed number in the upper left-hand corner (circled in the image below). The specific foam board number during your designated poster session corresponds with the number that your poster is listed as in the program.

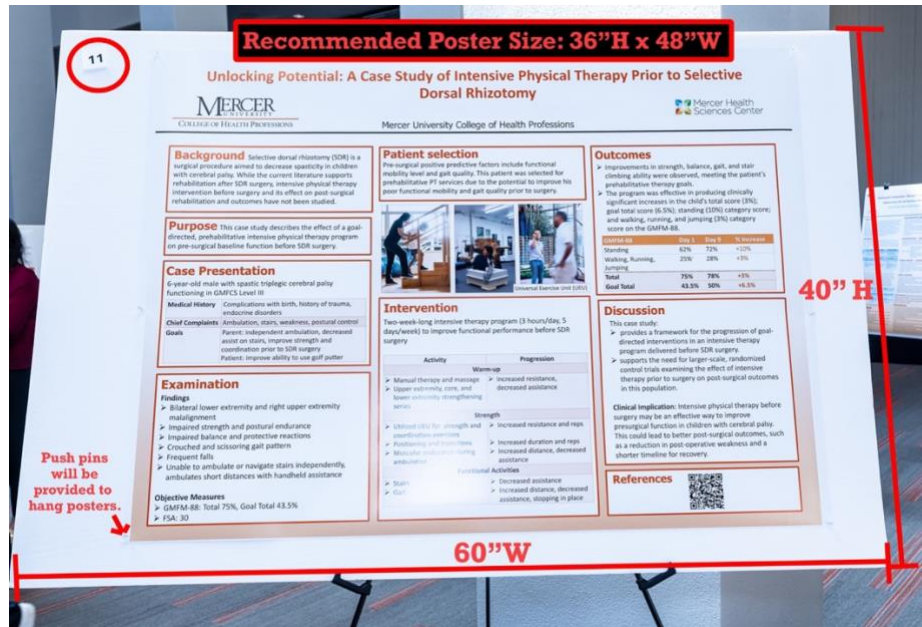
- For example, if you're presenting during Poster Session 1 and are listed as poster #11 in the program, during that Session timeslot, you'll find the foam board with "11" in the upper left corner and hang your poster there for duration of the session. Please remember to take your poster down after your session has ended!

### What are the size requirements for posters?

There are no specific size requirements for posters; however, **a standard, recommended poster size that's appropriate for this Conference is 36"H X 48"W** (in the landscape orientation). See the photo example below.

- The total area of the foam board displays is 40"H X 60"W. Therefore, posters can be *slightly* larger or smaller than the recommended size (36"H X 48"W) as long as they fit within the total area dimensions.
  - Note: Students should consult with their faculty or research advisors regarding poster dimensions, as varied disciplines have different preferences.

# Atlanta Research Conference Frequently Asked Questions



## Do you have any recommendations on where or how to print a poster?

Most print shops should be able to accommodate printing professional posters. For color posters, they can range between \$40-\$100, depending on the type of paper, size, etc. Black & White posters are typically more budget friendly and are a welcomed option to consider for the Atlanta Research Conference.

Students should consult with their faculty or research advisors who may have recommendations for printing.

## Do you have any guides/tips for "how" a poster should be designed?

Oftentimes, each discipline uses slightly different approaches/designs to create professional posters. If you're a student, we recommend reaching out to your research advisor or checking in with your College's Conference Planning Committee Representative (as listed on the ARC website). That said, here are a few links that could be helpful as you create your posters:

*Website Guides with tips on creating academic posters for conferences:*

- <https://guides.nyu.edu/posters>
- <https://spie.org/news/a-practical-guide-to-conferences-part-ii-poster-presentations?SSO=1>

*Previous Atlanta Research Conference Photos:*

- These photo galleries from recent Atlanta Research Conferences include several pictures that provide good examples of conference posters and the set up:
  - 2024: <https://gallery.mercer.edu/Gallery/Academics/COPA/Atlanta-Research-Conference-/2024-Atlanta-Research-Conference>
  - 2023: <https://gallery.mercer.edu/Gallery/Academics/COPA/Atlanta-Research-Conference-/2023-Atlanta-Research-Conference>

## Atlanta Research Conference Frequently Asked Questions

### C. Lecture Session Questions

**Will there be equipment (laptop, projector, etc.) in my designated presentation room for me to display my power point slides?**

Yes, each room for the lecture sessions are equipped with necessary presentation equipment such as computers, projectors, etc. All you'll need to do is bring a flash drive with your presentation saved on it. Alternatively, you may be able to access your slides from your email, but we encourage bringing files saved on a flash drive in the event of any internet outages, difficulties logging in, etc.

**What else needs to be considered for a 15- or 30- minute presentation?**

The main consideration is *time*. The ARC is on a tight schedule, so you'll need to stay within your allotted time frame. Moderators will be in each lecture presentation room to ensure that presenters are staying within their designated time.

For *15-minute presentations*, this means you'll need to keep your presentation to 10 minutes, allowing 5 minutes for questions.

For *30-minute presentations*, you'll need to keep your presentation to 20-25 minutes, allowing 5 minutes for questions.

Thanks again for attending the Atlanta Research Conference!