

## **Graduate School Research Day Event 2006**

**Venue:** Mountford Hall (Liverpool Academy), Guild of Students

**Date:** Wednesday 15<sup>th</sup> March 2006

**Time:** 10.30am

### **Guidance Notes**

- Courses on poster preparation will be provided by Dr Steve Morgan of CSD. These sessions are being held in Lecture Theatre 1, Sherrington Building, Ashton Street on Wednesday February 1<sup>st</sup> and Wednesday February 22<sup>nd</sup>, 2.00pm - 3.00pm. Please note that you only need to attend one session. No booking necessary.
- The majority of students will use the plotting facilities in CSD, who have been alerted to the high demand expected during the 4 weeks leading up to the event. However, there are only 2 large plotters in operation and so students should not expect to obtain their poster if it is only sent to print within a few hours of the event. Good planning is required!
- The poster boards are free-standing in 45 degree zig-zag continuous sections, with posters to be mounted on both sides. Each presenter has a board that is 1m wide and 2 m high (portrait format). Posters can therefore be either (a) A0 Portrait (b) 2xA1 Landscape (fixed above each other). Additional hand-outs are available from the CSD Helpdesks if you have a query regarding using the plotting facilities.
- Velcro is the only accepted mounting medium. All presenters must bring velcro with them (to be supplied by the students' Departments).
- Posters are to be mounted from 9.30am. **All assembly MUST be completed by 10.30am**, when the event formally begins. Posters must be removed between 3.00pm – 3.30pm. **Any posters that are not removed will be destroyed.**
- Students are to be in attendance at their posters for judges and visitors between **1.30pm - 2.30pm**.
- The target audience for your presentation is specialists in your subject area BUT the abstract for the poster (approx. 500 words) must be written such that it is understandable to any degree-educated member of the public
- There will be prizes for the top 3 posters and the top 25 will receive a Highly Commended certificate.
- This year we are inviting the education attaches and high commissioners of overseas embassies to see our research in progress.

### **Abstracts Book (Example of layout on page 2)**

- Abstracts for the separate abstracts book should be a single A4 page, fully justified, with margins of 2.54 cm (go to File, Page Setup, and check that your margins are correct).
- Start with the title, your name as first author, plus name(s) of supervisor(s) as co-author(s) if desired; these should be in 14 point bold Times New Roman
- Next give the department(s) where the work was done; this should be in 14 point italic Times New Roman
- The rest of the abstract should be in 12-point regular Times New Roman.
- Please DO NOT use the Headings function in Word: use Normal or Body text throughout. Please DO NOT use tabs
- **DEADLINE FOR ELECTRONIC SUBMISSION OF ABSTRACTS IS 9.00AM, MONDAY 20<sup>TH</sup> FEBRUARY. Please e-mail the abstract as a Word attachment to [r.morton@liv.ac.uk](mailto:r.morton@liv.ac.uk)**
- Hard copies are not acceptable. The book will be printed in black and white.

**EXAMPLE****The Graduate School Poster Day****Rebecca Dixon, Dr Hilary Tennant, Professor Margaret Clooney***Department of Physics*

The University of Liverpool Graduate School is made up of all postgraduate research students and all supervisors. Its purpose is to give research students every assistance in achieving the award of a higher degree. As such it is concerned with both the academic and social aspects of a student's life and aims to create a stimulating research environment.

The purpose of the Graduate School is to coordinate centrally the University's continued commitment to world quality research training, recruitment, progression and completion of all research degrees. The School also provides strategic planning and responds to changing national and international requirements for research training.