Purpose
The purpose of this assignment is to create a mock conference poster, based upon Project 2. The marks you earn for this assignment will add directly to your Project 2 grade.

Background
The results of psychological research studies are shared with other researchers in four different ways. First, research is published in articles and books and can then be accessed on the Internet and in the library. Second, researchers post their research on websites or online repositories. Third, researchers in the same area as each other often know each other, and may talk about their research in personal conversations or correspondence. Fourth, researchers present their results at conferences.

Annual conferences are sponsored by many different psychological associations. For example, there are conferences on particular topic areas (such as cognition, memory, developmental, social, emotion, reading, etc.), as well as associations put on by national bodies (such as the American Psychological Association and the Association for Psychological Science), regional and state bodies (such as the Western Psychological Association, the Rocky Mountain Psychological Association, and the Nevada State Psychological Association), and local organizations (such as Psi Chi clubs). In any one year, there are a large number of psychological conferences throughout the country.

There are four types of conference presentations. First, there are one-speaker talks, usually from famous and well-spoken presenters. These talks are often the highlight of a conference and are held in large auditoriums. Most, but not all, conferences will include some one-speaker talks. Second, there are symposiums. Symposia are panel discussions of some specific topic in psychology. Each presenter has approximately 20 minutes to discuss some aspect of the topic. Symposiums are presented in large rooms with many audience members. Not all conferences have symposiums, and if there are symposiums, there probably won’t be a lot of them. Third, there are paper presentations. Each presenter has about 10 minutes to discuss their topic and another 5 minutes to answer questions. Four or five presentations will be held in a single session, grouped loosely together by topic area. Presentations are made to moderately large groups of people. Most conferences include some paper presentations. Finally, there are posters. Posters are presented on large pieces of paper (typically 3 feet tall and four feet wide). These pieces of paper are mounted to a vertical board so that people can read the poster as they walk by. The presenter stands next to the poster during a 1- or 2-hour poster session, and many different people walk by, one at a time, and discuss the research with the presenter. The researcher will also usually bring 20 or 30 copies of a handout. A poster session will include often include 50-100 posters that are being presented all at once. Many conferences include multiple poster sessions, so that hundreds of posters are presented during the conference. Posters represent the best way to actually meet with and talk with other people about research, and the vast majority of conference presentations are done in poster format.

In some cases, only organization members are allowed to present their research at a conference. However, most psychological organizations allow new members to join quite easily.

The purpose of this assignment is to have students prepare a mock conference poster based upon the research you completed for Project 2. The marks earned for this bonus assignment will add directly to your grade for Project 2. Creating a poster is quite a bit of work if you have never done it before, but it does get easier once you’ve done a couple. I think that you will find it a valuable experience, if you choose to do it. If you are using my data for Project 2, you are welcome to present this poster at a real conference. See the extra challenge section of Assignment 10 for more information.
Assignment
To convert your paper into a conference poster, you need to create both the handout and the poster itself.
* For the poster, reformat your paper and reduce the content so that it will fit into the allowable space. This would typically be an 8 ft wide by 4 ft tall vertical surface. You would not typically take up all that space, however; you should leave room to stand next to your poster, without blocking anyone’s view. A common poster size would be 4 ft wide by 3 ft tall. You would use pushpins or glue-backed Velcro to attach your poster to the vertical surface.
* To create the poster, you can use either PowerPoint or Publisher. The advantages of PowerPoint are that you have probably used it before and you may have a previous poster that you can use as a template. The advantages of Publisher are, first, that you can create a single textbox for the entire poster content and then click a button to divide it into columns and, second, that you can move tables wherever you want and Publisher will automatically wrap the text around them. For these reasons, I use Publisher for all of my posters. Using it is very similar to using PowerPoint.
* For the handout, include your entire paper but reformat it to take up less paper.
* To create the handout, you will use Microsoft Word.

Making your tables easier to work with:
Tables take up a lot of space. Often, it is convenient if you can put them on the same line as something else (like the table to the right). This will allow you to put the table near the text that refers to it, and will also save you space. To put the table next to the text, you need to convert your table to a picture. To do this, you will use both Word and PowerPoint.

Part 1: Reformatting your Table in Word

1. Format the table so it complies with APA standards. Then make your table look like the one below:

   Table 1
   Correlations of Computerized Scoring Methods with Hand-Scoring

<table>
<thead>
<tr>
<th>POES Method</th>
<th>Correlation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-Sum</td>
<td>.92*</td>
</tr>
<tr>
<td>Highest 4</td>
<td>.91*</td>
</tr>
<tr>
<td>334</td>
<td>.82*</td>
</tr>
<tr>
<td>3345</td>
<td>.78*</td>
</tr>
</tbody>
</table>

* p < .05.

   Note. POES = Program for Open-Ended Scoring

   In particular, make all parts of your table single spaced, including the title and the table notes. This is how tables are presented in final products (like journal articles and presentations).

2. Also, note that I have done something very strange with this table. I made the title and the table notes a PART of the table. You can see that the title and table notes are PART of the table if you
view this assignment on the computer. Making them part of the table is essential when you are putting the table into PowerPoint. If you don’t do this, the table will end up as being two separate units when you paste it into PowerPoint. To make the title and table notes a PART of the table:
  a. insert extra rows at the top and bottom of the table
  b. in those rows, merge the cells together, so that they extend the entire width of the table.
  c. move the title and table notes into those rows
  d. adjust the width of the columns so that the table does not take up more space than necessary, horizontally

Part 2: Copying the Table from Word to PowerPoint
1. Open the Word document that contains the table you want to copy.
2. Select the table by highlighting it. Make sure you have selected the ENTIRE table, including the title and the table notes.
3. Press “CRTL + C” to copy the table to the clipboard.
4. Open PowerPoint.
5. Right click. Under the Paste options, select “Keep Source Formatting (K).” *This is the secret to a good picture of your table.*

Part 3: Formatting Your Table
1. To allow yourself to put the table next to other text, change the layout. Use Picture Tools / Format / Arrange / Position / More Layout Options / Square.
2. To resize the table, hold the Shift key and resize the table by using the diagonal double arrows that appear when you mouse over a corner. Holding the Shift key will allow you to resize the table while maintaining the desired proportions. In particular, the font will increase in size as the table increases in size.
3. You will use this table in two locations. First, you will use it as part of your handout. Second, you will use it as part of your poster. You will create your poster in PowerPoint or Publisher.
   a. Paste the picture into PowerPoint. To use the picture in your handout, resize the table so it is really big. Then copy it using CRTL-C. Switch to your Word document. Paste it. Then resize it. It’s important that you make the table really big in PowerPoint before you copy it to Word or else it turns out fuzzy.
   b. If you are creating your poster in PowerPoint, you can now resize the table so that it is proportional to the surrounding text. As you resize the table, keep an eye on the font size at the top of the Home tab. You will probably want to stop when the font size matches the font size of the surrounding text.
   c. If you are creating your poster in Publisher, copy the really big table into Publisher. It’s important that you make the table really big in PowerPoint (I make mine 20 inches high!) before you copy it to Word or else it turns out fuzzy. And, for some unknown reason, you can’t copy it directly from Word to Publisher – if you do, it will be fuzzy.

Part 4: Reformatting Your Table in your Word handout
1. When you first paste the picture into Word, it will be big. Resize it so it is roughly the right size.
2. The picture might contain a lot of white space. If so, crop it to remove the extra white space. Use Picture Tools / Format / Size / Crop.
3. To allow yourself to put the table next to other text, change the layout. Use Picture Tools / Format / Arrange / Position / More Layout Options / Square.
4. Put a border on your table, to separate it from the surrounding text. Use Picture Tools / Format / Border / Picture Border.
Suggested reformatting for handout:
1. Single space everything.
2. Select all text and reduce font size to 10 or 11. Do not reduce it further than that: Some people will have difficulty reading it if you make the font less than 10.
3. Reformat the title page so that it only takes a couple of lines. Put an APA-style reference after the title and label this “Reference:”
4. Include contact information immediately before or after the reference, and label this "Contact Information:"
5. Put the abstract on the first page, right after the reference, and start the introduction right after that. Label your introduction "Introduction", to clearly separate it from the abstract. Usually we do not label the introduction, but it can be helpful here.
6. Start every section (including the references) right after the last section (no new pages).
7. Try to fit more than one table per page.
9. Use one color of ink to highlight the main titles in the paper (e.g., abstract, introduction, method, results, conclusions), and use another color to highlight the next level of titles (participants, measures, procedures).
10. Ideally, you'd like your entire handout, including ALL material, to fit on two or three double-sided pages. To do this, you may want to reduce your margins, reduce the indenting on your paragraphs, or further reduce the font size for your references.
11. Print your handout double-sized (which would save space in your luggage).
12. Some people make handouts by printing their PowerPoint or Publisher poster in miniature. This is NOT acceptable for this class. These handouts are typically unreadable for a large portion of the conference attendees, because the font becomes really small (perhaps 2 point font). For this class, the minimum font size is 10 point, and therefore you CANNOT use a miniature version of your PowerPoint or Publisher poster as your handout.

Suggested reductions of content for the poster that would be on the wall:
Although ALL of your paper content must go into the handout, not all of it has to go into the poster that you put on the wall.
1. Delete the references.
2. Delete tables that are not incredibly interesting.
3. Delete table footnotes that are not absolutely essential.
4. If necessary, you can shorten the method section by leaving out the details, or leaving out whole sections (you might leave out procedures, for example).
5. If necessary, you can shorten the conclusion section, by leaving out details or future research.

Suggested reformatting for the poster that would be on the wall:
1. Create a new blank document in PowerPoint or Publisher. Set the size of this document to the final size you want. Usually, you will aim for a poster that is 36 inches tall and 48 inches wide. However, do NOT tell PowerPoint or Publisher that these are the dimensions of your poster, because it will add the margins to the OUTSIDE of the dimensions you specify. Therefore, say that your poster will be 34 inches tall by 46 inches wide. In PowerPoint 2010, use Design / Page Setup, and type in your width and height. In Publisher 2010, use Page Design / Size / Create new page size, and then give these dimensions.
2. Go back to your Word document. Single space everything, but put an extra line before new sections.
3. Copy all content except the tables into PowerPoint or Publisher.
4. Increase the font size to at least 20, and preferably 24 or 30. Make your headings even larger.
5. Paste the tables into the Word document (see previous section). Move the tables to approximately the right locations in the poster. Then resize the tables to make the font in the tables look about the same size as the font in the rest of your poster.
6. Add the UNLV Logo, available from https://www.unlv.edu/identity/official-logo
7. Add one or more pictures that are relevant to your poster topic.
8. Play around with the formatting, to make it all neat and organized. Try really hard to keep each paragraph in one column.
9. One way to save space is to reduce the font size on the blank lines between paragraphs.
10. If you have too much content, reformat and delete some more to reduce further.
11. Use one color of ink to highlight the main titles in the paper (e.g., abstract, introduction, method, results, conclusions), and use another color to highlight the next level of titles (participants, measures, procedures).
12. You can add a background to your poster, to make it more colorful. Keep in mind that many printers cannot print right up to the edge of the paper.
13. Make a colorful title, with a very large font size. Give the name of the poster, your name(s), and the university. If you want, you can include the UNLV logo. It is available at http://www.unlv.edu/identity/official-logo Center your title at the top.
14. For a conference, you can print your poster full size at the Graduate Student Lounge (in the library) or at the Student Union. It costs roughly $36 for a 4 foot by 3 foot poster in color. However, don’t do that for this assignment. Just email me your poster. I’ll pretend your poster is full-sized.

**WHAT YOU SHOULD HAND IN**

Email your poster and handout files to me at kim.barchard@unlv.edu. For your handout, this will be a Word document. For your poster, this will either be a PowerPoint or Publisher document.

**Extra Challenge: Going Beyond the Course**

If you wish to present this research at a conference, I encourage you to do so. You will need to revise the content. See the extra challenge section of Assignment 10 for instructions. Next, you will need to prepare a proposal. Proposals are typically due in the Fall for conferences the next Spring and Summer. Here are the steps:

1. Select a conference to attend. I suggest the following conferences:
   - American Association for Behavioral and Social Sciences in Las Vegas, NV, at end of January 2017 (http://www.aabss.net/ deadline for submissions will be in November 2016)
   - Western Psychological Association annual conference in Sacramento, CA, April 27 – 30, 2017 (www.westernpsych.org deadline for submissions will be Nov 15, 2016)
   - Rocky Mountain Psychological Association annual meeting in Salt Lake, UT, April 6 – 8, 2017 (www.rockymountainpsych.org deadline for submissions will be January 2017)
   - Society for Personality and Social Psychology annual conference in San Antonio, TX, January 19 - 21 (www.spsp.org/ deadline for submissions will be in July 2016)
   - American Psychological Association annual convention in Washington, DC, August 3 - 6, 2017 (www.apa.org deadline for submissions will be in November 2016)
   - Association for Psychological Science annual convention in Boulder, CO, May 25 – 28, 2017 (http://www.psychologicalscience.org deadline for submissions will be in January 2017)

Other conferences are listed on the APA website at http://www.apa.org/news/events/index.aspx
2. Read the website to find out the requirements for proposal submission and attendance.
3. Decide who will attend the conference to present the poster.
4. Prepare your abstract.
5. Ask your faculty mentor for feedback on your abstract, and talk about logistics in terms of attendance.
6. Submit your proposal before the deadline.
7. Ask your faculty mentor for feedback on your poster and revise as necessary. You may wish to look at the “Extra Challenge” sections throughout Project 2.
8. Attend the conference and present the research.