Term Project Technical Poster Guidelines

General Instructions

Within this document is the SE 3 Technical Poster requirements for the Term Project. The final posters will be created in PowerPoint or similar application and presented during finals week. A PDF of your poster must be submitted to Canvas by midnight Friday June 3rd.

Competition & Poster Fair

During finals week, students will participate in a Poster Fair during the competition and present to their peers in teams. All students are required to be in attendance during the same final exam session to present. The date and time for your presentation will be determined through a survey depending on when your team signs up and the availability of the teaching team.

Poster Layout

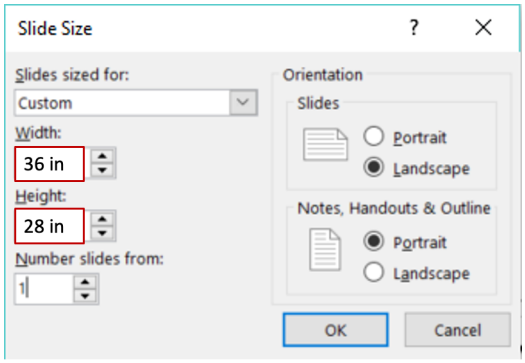
- ✔ Posters shall be designed in Microsoft Power Point or similar application.
- ✔ Dimensions of the poster are 36" wide and 28" tall (no exceptions)
- ✔ A 1-inch margin must be maintained around the entire poster perimeter. Anything within this margin may get cut off if these posters were to be printed.
- ✔ In general, stay away from excessive use of any dark colored backgrounds, they do not print well and cost more to print.

Setting Up in Power Point

Create a new blank slide.

Go to the ***Design*** ribbon, click on ***Slide Size***, then ***Custom Slide Size***. Type in the correct dimensions and press OK.

If another box appears that asks about "maximizing" or "ensure fit", you can choose either and then delete the "click to add title" and "click to add subtitle" boxes that are on your blank slide.



Title

The title of your technical poster shall be as follows:

[CONFERENCE] – Team [##] NAME

Member Name, Member Name, Member Name, ...

SE 3 Graphical Communication for Engineering Design

University of California, San Diego

Example:

Valor – Team 56 Gotta Catch 'em all!

Tony Stark, Steve Rogers, Bruce Banner, Natasha Romanova

SE 3 Graphical Communication for Engineering Design

University of California, San Diego

Please include a Jacobs School of Engineering logo in your title block. It is your choice whether to use a general Jacobs School logo or a specific Structural Engineering logo. Typically, the *.png files have a transparent background.

Fonts

Any font style is acceptable as long as it is readable. Commonly used fonts are Arial, Franklin Gothic, Century Gothic, Tahoma, Trebuchet, and Verdana.

All caps shall only be used for titles, subtitles, and section headers, if desired.

Titles shall be ¾" to 1" tall, which is typically a font size between 72-100 points.

Subtitles shall be ½" to ¾" tall, which is typically a font size between 48-80 points.

Section headers shall be approximately 50% larger than body text, which is typically a font size between 36-72 points.

Body text shall be a font size between 24-48 points.

Content Requirements

Technical poster must include the following:

- Graphics
  - At least 3 CAD SolidWorks diagrams showing your subassemblies and/or the overall assembly
  - At least 3 SolidWorks Drawing images from your Engineering drawing set (dimensions or notes included) (e.g., Bill of Materials, Exploded views, 3rd Angle Projections)
  - Your AutoCAD Experimental Setup images (one plan view, 1-2 elevations)
  - Aim to have at least one graphic per section (when applicable).
- Project Overview
  - What is the project about?
  - What are the learning objectives?
  - What is your team's objective(s)?
- Design Approach
  - Show how you broke down your SolidWorks subassembly.
  - Identify which parts were custom designed and which parts utilized the library of parts.
  - Describe how you took the Structural Experiment lab into account when designing/fabricating your parts.
  - Describe your delegation and management plan showing which team members were responsible for the various aspects of each phase of the project. Please use a table to list the various tasks of the project and who was responsible. Be as concise as possible with listing the contributions of each member in the Effort Schedule. Below is just an example that you should customize depending on the various tasks for your specific project.

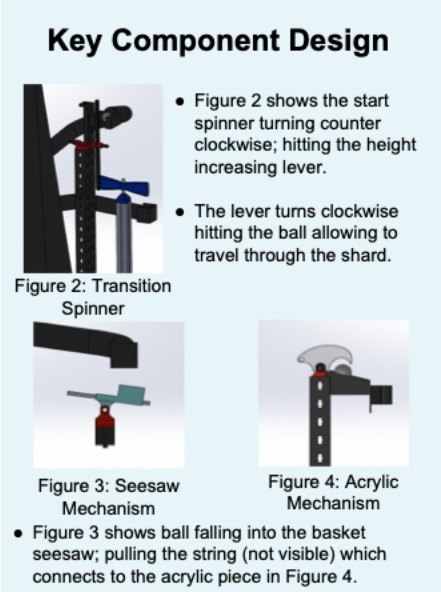
Task	Dr. VDE	Jessica
Assembly 1: Bridge abutments	100%	
Assembly 2: Bridge deck		100%

Assembly 3: Arch supports for Bridge	60%	40%
Custom Parts	25%	75%
Overall Assembly	30%	70%
District Plan	100%	
District Elevation		100%
Overall Engineering Drawing set	1%	99%
Poster preparation	99%	1%

- Key Design Features
    - Describe each subassembly with drawings (do not need highly detailed/dimensioned drawings in this section)
- Construction Drawings
    - Describe how to construct your Assembly showing exploded views from your Engineering Drawing set
    - Include your overall bill of materials and highlight the most unusual components and/or the components with the most quantity needed.
- Experimental Setup
    - Summarize what your vision was for your creative test setup scene.
    - Describe your team's creative goal for producing the "scene" and show your plan and elevation views.
- Conclusions
    - What were the challenges for the project?
    - What did you learn from this project and what would you recommend to teams in the future?
    - How did the project tie into the class objective of teaching technical drawing/communication?
    - What would you do differently if you could start over again?
- Acknowledgements
- References

What Makes a Good Poster?

- **Effective use of graphics**, color and fonts
- Important information should be readable from about 10 feet away
- Title is short and draws interest
- Word count of about 300 to 800 words
- Text is clear and to the point (**be concise!**)
- Use of bullets, numbering, and headlines make it easy to read
- Use of Captions for ALL tables, figures, or images with references to the captions within the text (see example below):



- Consistent and clean layout
- Includes acknowledgments, your name and institutional affiliation

Think about answering these three questions:

- What is the most important/interesting/astounding thing about my Assembly?
- How can I visually share my term project with attendees? Should I use charts, graphs, images?
- What kind of information can I convey during my presentation that will complement my poster?

Poster Presentation

Your poster will be presented to other teams from different conferences during the poster fair. Teams should strive to summarize their poster content, while pointing out any important or interesting details. Presentations should be short and concise, staying within 5 minutes. The poster is a visual aid for the presentation and should not be read directly. Each person should be ready and capable of presenting their entire poster. Your poster and presentation will be graded by judges who will ask questions, which can be answered by any member of the team. You should also be able to field questions from other audience members.

File Submission

The Poster shall be a SINGLE PDF file and submitted on Gradescope by Friday June 3rd, 11:59pm so we have time to print them before the fair.

Use the following naming convention:

LAB TIME_TEAM #_TEAM NAME_TECHNICAL POSTER.PDF

e.g.,

9AM_#56_Gotta Catch ‘em all!.pdf

Please ALSO submit the poster as a .jpg on Canvas by Friday June 3rd, 11:59pm so we have time to print them before the fair.