



Going Green Tampa Bay  
Environmental Sustainability Expo  
USF Sundome  
April 12, 2008  
*A Carbon Neutral Event*

## **Call for Faculty and Student Posters**

### **THEME: Environmental Sustainability**

As part of April as Sustain-A-Bull USF Month, USF and the Hillsborough County Planning Commission are sponsoring a major sustainability expo at the USF Sundome on April 12, 2008. There will be over 150 vendors, several prominent speakers including Roberta Fernandez, workshops, and a faculty and student poster session.

All USF faculty and students are invited to present a poster at the expo on the theme of **environmental sustainability**. We encourage posters on new and existing research as well as posters providing information about programs, clubs, departments, and other organizations.

Student research posters will be judged. The top undergraduate and graduate student posters will each earn a \$500 award. Second and third place students will win certificates. The posters will be judged based on:

- Significance of the work to promoting or improving environmental sustainability
- Quality of the research
- Novelty of the research or approach
- Clarity of message and relevance to readers



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## POSTER SUBMISSION INFORMATION

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1. Submit all poster abstracts electronically to Robert Brinkmann at [rbrinkmn@cas.usf.edu](mailto:rbrinkmn@cas.usf.edu) by March 31<sup>st</sup>.
2. Abstracts should be produced in a Word document as per the guidelines on the following page. Abstracts from the poster session will be published online on the Expo website at <http://www.goinggreentampabay.com/>
3. Students submitting abstracts should note in the correspondence whether or not they wish to enter their poster in the poster contest. Only those posters with student authors as primary authors will be allowed in the poster contest.
4. Accepted posters must be hung up by 9:00 am on Saturday, April 12<sup>th</sup>. All participants must be present at their posters from 10-11:30. Student posters will be judged during this period. The winners of the poster contest will be announced at 4:00 pm at the Expo. Posters may not be taken down until 4:00 pm. Posters must fit within 30" x 40". Poster boards and thumb tacks will be available. Instructions on how to produce a poster on power point is provided at the end of this document.

# INSTRUCTIONS FOR ABSTRACTS

Abstracts can be as long as one page following the guidelines listed below. Please follow all formatting examples of font, type, margins, and headings.

## **Title of Paper**

**The First Author and The Second Author**

*First Author Affiliation / Second Author Affiliation*

### **EXTENDED ABSTRACT**

Each author should prepare an abstract in this format for inclusion on the Expo website. The abstract should briefly and succinctly state the purpose, methods, and conclusions of research projects or the mission of the organization, club, or department. **This abstract can be no more than one page in length. No illustrations should be used.**

Please use this abstract template, including the defined styles and margins, when preparing your abstract so there is a consistent look to the *Book of Abstracts*.

### **Secondary Section Heading**

Use these headings as necessary to divide the abstract into significant parts. Use of headings within the abstract is at the discretion of the authors and should not detract from the readability of the paper.

# MAKING A POSTER IN POWERPOINT

1. Open a new file in PowerPoint and select a blank slide as the slide format.
2. Go to the file menu and choose Page Setup. There is an option titled Slides Sized For. Click on this menu and choose Custom. You can then select a new height and width. All posters must fit within a 30" x 40" space.
3. Use the text box option on the drawing toolbar to insert text. Make sure you proofread your text carefully. Spelling and grammar count on this one—it's going to be your public display of what you did, so you want it to look good.
4. You can insert pictures digitally in the presentation using the picture option on the insert menu. You can also put in a picture or drawing that is not digital, just make sure to leave space to paste it onto your poster.
5. Save your posters to the desktop. You need to find a place to print your poster. There are many options available on campus. Please contact [rbrinkmn@cas.usf.edu](mailto:rbrinkmn@cas.usf.edu) if you have any printing questions. Students, please talk to your advisors to discuss printing options.