

2nd year PhD poster session - guidance

Date/Time

Posters should be posted on the Physics PhD student MyPlace page before **Monday 17th August** to allow staff and students time to browse posters before the Q&A Zoom session on **Thursday 20th August at 2pm**.

Poster format

- Posters should be legible when viewed on-screen.
- Example format - [SUPA showcase poster template](#)
- Save your poster in PDF format.

Poster submission

- Go to the ["Physics PhD students" page on MyPlace](#)
- In the section titled "Postgraduate Poster Session (2nd year PhD)" click on the "Poster submissions" forum.
- Click on "Add a new discussion topic" - you should then see a page similar to the image below. Add the poster title, poster abstract and upload your poster PDF as indicated, then click **"Post to forum"**.

The screenshot shows the 'Poster submissions' forum page. It has a title bar 'Poster submissions' and a 'Collapse all' link. Below the title bar is a section 'Your new discussion topic'. It contains a 'Subject' field with a red arrow pointing to it and the text 'Poster title here'. Below the subject field is a 'Message' field with a rich text editor toolbar and the text 'Poster abstract here'. Below the message field is a 'Discussion subscription' section with a checked checkbox and the text 'If ticked, you will be emailed if someone replies to your post'. Below that is an 'Attachment' section with a file upload button and the text 'Maximum file size: 10MB, maximum number of files: 9'. Below the attachment section is a file upload area with the text 'Upload poster PDF here' and a blue arrow pointing to it. Below the file upload area is a 'Tags' section with a 'No selection' button and a text input field 'Enter tags...'. At the bottom are 'Post to forum' and 'Cancel' buttons.

Poster Q&A Session

- All presenters should attend the [live Q&A on Zoom](#) (password :632592) at **2pm on Thursday 20th August**.
- Presenters will provide a 2 minute summary of their poster, followed by 3 mins of questions.
- Additional questions will be provided via replies on the forum.