How to Host an Undergraduate Twitter Poster Conference

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Evidence-Based Teaching Strategies in this Resource

The event/activities described in this resource utilize the following best practices in undergraduate research as identified by the Council on Undergraduate Research in *Characteristics of Excellence in Undergraduate Research* (Rowlett et al., 2012):

**Opportunity to present research results at meetings/conferences**
The dissemination of research findings is a key component of the research experience. As outlined in characteristic 7.2, students should be afforded the opportunity to present their research and interact with other scholars in the context of professional meetings and/or conferences. Characteristic 7.3 indicates that student research conferences are often an important steppingstone to participation in national conferences, allowing students the opportunity to “gain valuable experience presenting and disseminating findings, connecting with others in the discipline, and gaining feedback on their ideas” (p. 11). Characteristic 2.6 specifies that exemplary institutions will provide students with funds to attend at least one professional meeting or conference each year. Conferences that are held online (whether out of necessity or by choice) help to ensure that all students are able to participate in this important scholarly activity, regardless of available funds.

**Public awards and publicity for research accomplishments**
Successes in undergraduate research should be celebrated and publicized. Characteristic 5.3 states that “institutions with exemplary undergraduate research programs recognize and publicize the importance of undergraduate research through public awards for excellence” (p.10). Outstanding research poster awards are an example of such an award. In addition to describing a Twitter poster conference, this resource outlines steps for incorporating a best poster award into the conference. The winners and runners up of the award receive public recognition for their research (characteristic 5.4) through the publication of their posters on the conference website. Winners are also tweeted, and can be retweeted by students, faculty mentors, labs, and department Twitter accounts.
Learning Outcomes

For students, participation in a Twitter poster conference reinforces two key learning outcomes from the *APA Guidelines for the Undergraduate Psychology Major* (American Psychological Association [APA], 2013):

**4.1 Demonstrate effective writing for different purposes**
Creating a poster and disseminating research results via Twitter requires students to craft clear and concise written communications to address specific audiences; tailor length and development of ideas in formats that fit the purpose; and communicate quantitative data in statistics, graphs, and tables.

**4.3 Interact effectively with others**
Engaging with other conference attendees and best poster judges requires students to respond appropriately to electronic communications, use social media responsibly, and ask questions to capture additional detail.

These outcomes, as well as the students’ ability to interpret, design, and conduct basic psychological research (outcome 2.4) are assessed in the rubrics for the best poster award.
Preamble: Why a Twitter Poster Conference?

The Annual Ontario Psychology Undergraduate Thesis Conference (AOPUTC) provides an opportunity for undergraduate psychology students to present their research and network with students and faculty from Psychology Departments all over the province. In the spring of 2020, the Psychology Department at the University of Toronto was set to host the event, until, of course, COVID-19 happened. Like all other in-person activities in Ontario and around the world, AOPUTC was cancelled.

After the dust from the semester had settled, we decided to offer a virtual replacement for the conference. After some thought, I decided that I would move the conference to Twitter.

Why Twitter? Twitter allows for easy back-and-forth communication between individuals (either publicly-via Tweets- or privately-via direct messages or “DMs”) as well as the sharing of images (and other types) of files. Since research posters were by far the favorite form of presentation at the AOPUTC conference, I wanted a virtual space where high-quality images of posters could be easily shared. I knew that STP held an annual International Twitter Poster Conference (ITPC), so I knew this was a possibility. Twitter is also a platform that many students are familiar with and use regularly (e.g., see Slater, 2018).

Many academics use Twitter to share research findings and communicate with one another (even those without Twitter have likely heard of “#academictwitter”). There is evidence that sharing research and networking with other academics on Twitter can be of great value to researchers (Cheplygina et al., 2020; Klar et al., 2020). A recent prospective randomized trial found that tweeted articles received significantly more citations over time that articles that were not tweeted (Luc et al., 2020). For students, forming a professional identity on Twitter may thus be a worthwhile endeavour.

Once the decision was made to hold the conference on Twitter, I spent hours creating a new conference website (as well as conference-dedicated Twitter account), setting up the registration, organizing the best poster contest, and designing the conference program. But was all of this worth the effort? I certainly think so. The conference was attended by over 70 students from 15 different Ontario universities, which I considered to be a great success. Due to constraints on my time, I was unable to follow-up with attendees to gather feedback on their conference experience. However, here are a few examples of the comments I received from students after the conference:

“I had a great time seeing everyone’s work and engaging with the judges during Friday’s conference, thank you for organizing such an interesting event! Such a great pandemic alternative!”
“This was definitely a unique way of hosting a poster conference but it was such a great turnout. There were so many amazing posters and I’m so grateful to have had the opportunity to share my research with everyone!”

“The poster conference was a wonderful experience, I really enjoyed being able to see what other students are studying at different universities. Despite being online, I very much felt as though I was at an event. Thank you for co-ordinating this event and all of the hard work that was put in to make it possible, despite the unusual circumstances.”

Comments such as these were enough to convince me that my time had been well spent. The experience of organizing the conference also helped me hone a number of organizational, interpersonal, and technical skills which I am confident will serve me well in future instructional and administrative endeavors.

With this resource, I hope to make it easier for others to organize their own Twitter Poster Conferences. Whether you wish to bring together psychology thesis students from various institutions, students from different departments at a single institution, or even just a class of students looking to share their research with a broader audience, the steps I’ve outlined here can be easily modified and used in any context where you wish to bring students together to share their ideas with each other and the world.

Getting Started on Twitter

Even if you are completely unfamiliar with Twitter you are absolutely capable of hosting a Twitter Poster Conference! However, you will probably want to familiarize yourself with the Twitter basics before moving forward. Here are some helpful resources for getting started on Twitter:

- For anyone: https://www.wired.com/story/how-to-setup-twitter-search-hashtag-and-login-help/  
  (Wired Staff, 2018)
- For scientists: https://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1007513  
  (Cheplygina et al., 2020)
Part One: Conference Set-Up

Choosing a Date and Time
A conference involves a formal meeting of people with a shared interest, and without having the specific time window, you don’t have a conference so much as a collection of tweets. For the AOPUTC conference, I chose a two-hour window during a Friday afternoon in June. Because every participating university in Ontario fell within the same time zone, I didn’t need to worry much about the time (apart from not wanting to schedule it in the early morning). However, if you are hosting a conference where participants will be in very discrepant time zones, you may want to consider holding numerous “conference windows” and/or following Universal Coordinated Time (which is the strategy used by ITPC). By having specified windows of time where conference participants will be tweeting their posters and active online, you will encourage more discussion and interaction than simply having a single 24- or 48-hour period during which posters can be tweeted. The two-hour window we used for AOPUTC seemed to work well, although in retrospect if I had known how many participants we would have, I would have broken it into two separate 90-minute sessions. Two hours flew by and was not nearly enough time to visit with everyone! Even though one of the huge benefits of Twitter is that the posters remain online indefinitely, and people can certainly continue conversations after the conference ends, I think it may have been better to have two different “tweeting” times for the posters.

Conference Twitter Account & Website
If you already a have a Twitter account that makes sense to use as the “host” Twitter account, great. If not (personally, I did not wish to use my own personal Twitter account as the account for the conference), you will find it helpful to create one. You can use this Twitter account to advertise the conference, post reminders and tips, and most importantly, to retweet all of the posters on the day of the conference. All you need to set-up a Twitter account is an email address (I used the email account we had set-up for the conference), and a name (use the name of your conference), and to choose a handle (your Twitter username). It is your handle which must be unique, as this is what identifies your specific account on Twitter. If the acronym or shorthand of your conference is unique, go with that! See https://twitter.com/aoputc.

Your conference will also greatly benefit from a website, although depending on your circumstances you may find it easiest to simply add a page to an existing department website. The main function of the website is to simply have a place that holds all the conference “stuff” together (basic information, link to registration, conference program, resources for participants, etc.). Before you start sending out invites and spreading the word for your conference, you will want to make sure you have a functioning website with the basic conference information and a way to register.

Even though our original in-person conference website was hosted by our institution (and this is certainly something you may wish to do), for the Twitter conference I chose to create a simple website using Wix (plenty of other free options also exist — you just need something simple!). The website for the AOPUTC Twitter Poster conference can be found here: https://aoputc2020.wixsite.com/home

Recommended information to include on your Twitter poster conference website:
- Name, date, and time of the conference
- The conference hashtag (see below)
• A brief description of the purpose of the conference
• Link to register for the conference, along with the registration deadline and information on who is eligible to register
• Information on the best poster award (if applicable - see Part 2) and a link for judges to register
• Contact information (who do people email if they have questions about the conference?)
• FAQ section (or at least information on how to best format posters for Twitter – see Appendix 1)
• Optional: A Twitter widget that displays the feed for the conference Twitter account
• Added later: The conference program and winners of the best poster contest (if applicable)

Tip: High quality, free-to-use images (for your website and other conference resources) can be found on websites such as Unsplash.com (my personal favourite), Pexels.com, and Pixabay.com.

Note that unlike traditional printed posters, virtual Twitter posters can take a number of different forms (including animations, for example). We recommend including information on poster formatting guidelines, preferences and tips on your website. A copy of the poster formatting document we created for students is available in Appendix 1; however, additional ideas and advice for academic Twitter posters are being shared constantly (e.g., https://twitter.com/OpenAcademics/status/1292092699957501953), so you will likely want to update this resource rather than simply using as-is! We found that most students chose to tweet a traditional (single image) academic poster, although a few students opted for the movable GIF and multiple image options. You can scroll through the posters at https://twitter.com/aoputc to see examples.

Choosing a Hashtag
One additional (and very important!) consideration for your Twitter poster conference is your choice of hashtag. Hashtags (denoted by the # symbol) are used for indexing and will make all conference-relevant tweets easily searchable on Twitter (where you have the option of searching by hashtag). This is especially important when it comes to tweeting out posters on the day of conference! By selecting a unique hashtag and encouraging its use on the day on the conference, you ensure the creation of a virtual record of your conference. For example, if you head over to Twitter and search #aoputc2020, you will find dozens of posters and other tweets relevant to the AOPUTC 2020 conference. Note that this is why it is important to choose a hashtag that is unique and specific to your particular event (not #psych, for example). For recurring events, be sure to also include the year. If you would like content from all years or multiple events to be easily searchable, consider using two hashtags – one for the particular year, and another that is more general. Most importantly, you want to make sure that all of your conference participants know what the hashtag is and remind them to use it, especially when tweeting their posters! Make sure that the hashtag is featured prominently on your conference website, the conference program, and in all of your conference-related correspondence.

Conference Registration
Although anyone with a Twitter account will be able to tweet out a poster on the day of your twitter conference (and can be easily found if they are using the conference hashtag), registration is still recommended. For starters, registration will give you sense of how many participants you can expect and will allow you to collect useful data on these participants (e.g., poster titles, areas of research, institutional affiliations – whatever information is relevant to your conference). And if you are planning on including a Best
Poster Award as a part of your conference (see below), registration will be essential for assigning judges to posters.

For our Twitter poster conference (which involved undergraduate honors thesis students from numerous institutions) we asked participants for the following information:

- Email address
- Name
- Name of your thesis supervisor
- Twitter username/handle
- Institution
- Expected title of poster
- Research area
- Would you like to be considered for the best poster award?

A copy of the Google form we used for registration is available here (feel free to copy!):
https://forms.gle/uja12pr4N6UkcCt76

Conference Recruitment
As soon as your website and registration are set up, you are set to start inviting people! In my case, I sent out an email to everyone who had registered for the in-person conference at the time it was cancelled, as well as associate chairs, undergraduate administrators and/or instructors of psychology thesis courses (depending on who I could identify from department websites) for all Ontario psychology departments who typically participate in AOPUTC (about 15 institutions). See Appendix 2 for a copy of conference announcement.
Part Two: Best Poster Award Set-Up

I highly recommend including a best poster competition. Although it requires extra work in terms of organizing, I believe including this added incentive was well worth the trouble, and that the students really benefitted from their interactions with the graduate student and faculty judges.

Students were informed that the best poster award was intended to recognize “undergraduate student presentations characterized by excellence in research and clarity in communication”. All students who registered by the deadline would be able to opt-in to the competition. By participating in the competition, students understood that they would be visited by “secret judges” during the conference, who would ask them questions about their research. The top three posters, as determined by the judges, would be featured on the conference website and the students would receive a $100 honorarium.

Recruiting Judges

Do not delay in recruiting faculty members, post docs, and graduate students as judges for the poster competition, as this may take some time. If you are hosting a conference with students from multiple institutions, you will want to recruit judges from these same institutions. The more judges you have, the less judging each person has to do, so once you have some committed judges, don’t be afraid to ask them to seek out additional recruits – they will benefit from it! For the AOPUTC conference, each poster was rated by two independent judges, and each judge was responsible for evaluating approximately one dozen posters.

All judges completed a brief application form which asked for the following information:
- Name
- Email
- Are you a Psychology graduate student or faculty member?
- Institution
- Twitter handle/username
- Confirmation that they would be available during the time of the conference
- Research area
- Whether they had a conflict of interest with any participating student (e.g., thesis supervisor).

A copy of the judges’ application form can be found here: [https://forms.gle/qx3VVCawD5tmcpQ6](https://forms.gle/qx3VVCawD5tmcpQ6).

It should also be noted that rather than relying on judges to evaluate poster quality, the ITPC uses measures of Twitter engagement (retweets and replies) to determine the winner(s) of their poster award(s). In the case of the AOPUTC conference, I worried that using Twitter engagement metrics would disadvantage students who were new to Twitter/had fewer followers, however, others may wish to incorporate measures of online engagement into the poster competition.

Poster Evaluation Rubric & Judging Logistics

To create the evaluation rubric for the competition (see Appendix 3), I focused on indicators of the APA learning outcomes outlined previously, and I also sought inspiration from poster competitions (e.g., SPSP Graduate Student Poster Award) while also keeping in mind that Twitter is (obviously) not the exact same as a
traditional academic poster session. The judges completed their evaluations online, through Google forms (see https://forms.gle/qoETUy1kSxbUibk88).

One week before the conference, I emailed all judges with a copy of the rubric for them to review, in case there was anything that needed to be clarified (see Appendix 4 for sample emails). As mentioned previously, two judges were assigned to each presenter (where possible, one judge with expertise in the research area would be assigned, but this was not always possible). Because I realized that the two-hour conference window would not allow each judge to meaningfully interact with 10+ presenters, each judge was instructed to prioritize communication with specific presenters (5 or 6) from their list and judging assignment were arranged such that every presenter was guaranteed to interact with at least one judge (see Table 1).

### Table 1.
Sample of the spreadsheet sent to each judge with their judging assignment.

<table>
<thead>
<tr>
<th>Presenter Name</th>
<th>Twitter handle</th>
<th>Institution</th>
<th>Poster Title</th>
<th>Research Area</th>
<th>Prioritize communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>@student1</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 2</td>
<td>@student2</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 3</td>
<td>@student3</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 4</td>
<td>@student4</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 5</td>
<td>@student5</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 6</td>
<td>@student6</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 7</td>
<td>@student7</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 8</td>
<td>@student8</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 9</td>
<td>@student9</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 10</td>
<td>@student10</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 11</td>
<td>@student11</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student 12</td>
<td>@student12</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Part Three: Final To-Dos & Tips

Conference Program
Once your registration is closed, you will be able to put together the conference “program”. If you are going to be dividing your conference into different sections or windows of time, having a program will be key to organizing who is going to be tweeting when. In our case, because everyone was going to be participating within the same two-hour time window, the program served the purpose not of helping people figure out who to visit when, but rather who to visit at all. Without an organized list of everyone who would be participating in the conference (along with their poster title and Twitter handle) it would be impossible for anyone to figure out which posters they really wanted to check out and/or which attendees they wanted to interact with during the conference time.

To create the program for the AOPUTC conference (see Appendix 5), I started with the “white and green flatlay conference program” from Canva.com (a free-to-use design website), modified the color scheme to better match the theme of the conference website, and then edited it in Adobe to suit my purposes. In a pinch, a simple Excel spreadsheet would also work just fine!

Retweeting Posters
During the conference, be sure to use your conference Twitter account to retweet as many of the posters as you can! Search for posters using your conference hashtag and/or use your conference program/list of participants to find the posters and retweet them. This way, your conference Twitter account will fill up with all of the beautiful posters your participating students have created. If your account is followed by other psychology faculty, labs, and/or departments, your retweeting will also help disseminate the students’ research beyond the conference attendees.

Announcing the Best Poster Winners
After determining the winners of the Best Poster Award (along with a few runners up), I emailed each student with the happy news, and then announced the winners via tweet. The winning posters were also added to our conference website (along with a shout-out to all of the judges who made the competition possible).

Additional Resources

Information on the STP International Twitter Poster Conference (ITPC): https://teachpsych.org/International-Twitter-Poster-Conference

List of links
AOPUTC Twitter Poster Conference Website: https://aoputc2020.wixsite.com/home
Twitter account: @AOPUTC
Sample conference registration form: https://forms.gle/uja12pr4N6UkcCt76
Sample judge’s application form: https://forms.gle/qx3vVVcawD5tcp6Q6
Sample poster evaluation rubric: https://forms.gle/qoETUy1kSxbUibk88

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References


Appendices

Appendix 1: Formatting Tips for Twitter Posters

**Tips for formatting your research poster for Twitter**
*For more advice and examples, follow @aoputc on Twitter!*

*Regardless of the poster format you choose to use we encourage you to test it out before the conference!*

Image Formats, Size, and Aspect Ratio

Traditional Academic Poster (Single Image): The ideal image size and aspect ratio are 1200 x 675 and 16:9, respectively. The maximum file size is 5MB for photos, though you can go up to 15MB if you’re posting via their website (recommended!).

While you may use any dimensions you like for your poster, images on Twitter tend to work best when they are twice as wide as they are tall. You may also wish to use fewer words and a larger font in order to ensure readability.

- See sample font sizes here: [http://tinyurl.com/testposter](http://tinyurl.com/testposter)

A note on preview images/cropping:
Please be aware that tweets and preview images will appear differently across different devices (phone/tablet/desktop) and within different apps (e.g., Tweetdeck, Talon). It is NOT possible to create a preview image that will be viewed perfectly across all channels, since various apps will crop images differently. If you want to ensure that your title or key take-away is visible without needing to click on the image, you will want to place this near the middle of your image.

Different image formats supported by Twitter
(African-British Journals, 2020; for more information see [https://abjournals.org/top-tips-twitter-posters/](https://abjournals.org/top-tips-twitter-posters/))

**GIF:** Necessary for animated posters (see below). Good option for those who have a limited color palette because it can make a large image that has a small file size.

**JPG and JPEG:** Image compression allows this to have small file size. Has a slightly lower image resolution by nature. Has a high color resolution of 24 bit color.

**PNG:** It is uncompressed and has high color resolution.

Using Multiple Images
You may include **up to 4 images** in a single tweet, so you may also decide to break your poster into 4 separate images (each of which may be clicked on to enlarge). See @aoputc for examples of what the tweet preview configuration looks like when you include one, two, three, or four images in your tweet.
Animated Twitter Poster (GIF)

For information on how to create a movable poster formatted specifically for Twitter, please watch this video by Mike Morrison (2020, March 24):
https://www.youtube.com/watch?v=fQDL8r3r_d4

Movable Twitter poster template (pptx) available here: https://osf.io/csxad/ (Morrison, 2019)
Appendix 2: Sample Email/Conference Announcement

Dear All,

We are delighted to announce that the 50th Annual Ontario Psychology Thesis Conference will be going virtual this June!

AOPUTC 2020
Twitter Poster Conference
Friday, June 19th from 1-3pm (EDT)

For information and registration please visit our NEW website: https://aoputc2020.wixsite.com/home

(Faculty supervisors and undergraduate coordinators, please be sure to forward this email to the honour’s thesis students in your department!)

All Ontario Psychology Undergraduate Thesis students are invited to register and to share their thesis projects on Twitter during this event! Before the conference, all registrants will receive a list of conference participants (along with the name of their poster and Twitter handle). And during the conference, be sure to tweet your poster with the hashtag #aoputc2020. Anyone who wishes to find the posters and communicate with the conference participants simply needs to search #aoputc2020 on Twitter!

BEST POSTER AWARD /

All eligible students who register for the conference by June 12th will also have the option of being considered for the best poster award! Please see the website for more information.

CALL FOR JUDGES /

If you are a graduate student or faculty member in psychology who is interested in serving as judge for the AOPUTC Best (Twitter) Poster Award, please visit our website or fill out the form here. Thank you!

We can’t wait to see all of your posters on June 19th!

Sincerely,
Ashley Waggoner Denton
Associate Professor, Teaching Stream and Acting Associate Chair, Undergraduate Studies
Department of Psychology | University of Toronto

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AOPUTC 2020 Twitter Poster Conference
Website: https://aoputc2020.wixsite.com/home
Email: aoputc2020@utoronto.ca
Twitter: @AOPUTC
Appendix 3: Poster Evaluation Rubric

Below is a copy of the evaluation criteria we used for the Best Poster Award. See https://forms.gle/qoETUy1k5xbUibk88 for a copy of the complete form the judges filled out for each poster.

### Quality of Research

<table>
<thead>
<tr>
<th></th>
<th>Not at all</th>
<th>A little bit</th>
<th>Moderately</th>
<th>Extremely</th>
</tr>
</thead>
<tbody>
<tr>
<td>The research question/objective is scientifically compelling (e.g., novel topic, important extension of existing research/theory, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study design appropriately addresses the research question/objective.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hypotheses are clearly defined and logically supported.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistical analyses are appropriate for the research question and correctly interpreted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusions are appropriately drawn and clearly stated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Presentation Effectiveness

<table>
<thead>
<tr>
<th></th>
<th>Not at all</th>
<th>A little bit</th>
<th>Moderately</th>
<th>Extremely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title is captivating (would draw people to the poster).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poster layout is effectively organized.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Visual depictions of data (e.g., figures, tables) are informative and useful.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An appropriate level of detail is provided (essential information is prioritized).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The poster has a clear take-away message.</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>The poster has high visual appeal (e.g., effective use of colour, font is easy to read).</td>
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</tbody>
</table>
The presenter is able to effectively respond to questions (from yourself and/or others) about the research:

Not at all  1  2  3  4  5  Very Much

Would you recommend this poster win the Best Poster Award?

Strongly NOT recommend  1  2  3  4  5  Strongly recommend
Appendix 4: Sample Emails to Judges

A. Sample Confirmation Email (sent approximately two weeks before the conference)

Hello everyone,

Thank you so much for volunteering to be a judge for the AOPUTC Twitter Poster Conference taking place next Friday!

I am writing today to confirm your spot on the judging panel and to let you know what to expect. Early next week (hopefully Monday), I will be emailing each of you with a list of the students/posters you have been assigned to evaluate during the event on Friday. I will also be sending a link to the rubric you will use to evaluate each entry so that you may review it and we can make sure any questions/clarifications are addressed before Friday.

If you have any questions in the meantime, please don’t hesitate to reach out. Thank you again for volunteering your time and expertise to this event. I hope that you will enjoy seeing what the 2020 cohort of psychology thesis students have accomplished!

All the best,
Ashley

B. Email with individual judging instructions (sent approximately one week before the event)

Dear [Judges Name],

Thank you again for serving as a judge for the AOPUTC Best (Twitter) Poster Award! This competition would not be possible without your help!

As a reminder, the conference will be taking place this Friday, June 19th, from 1-3pm (EDT). We have over 70 students from 15 different Ontario universities registered for this event!

Attached please find:
- A document with a list of all registered posters/participants
- A spreadsheet with your assigned posters for judging
- A copy of the Formatting Tips for Twitter Posters document from the conference website (just FYI, as the students may choose to format their posters in a few different ways)

Please note that you will be assigned to judge a number of posters that are outside of your subject area. Although this was done out of necessity, it is also certainly the case that any good research poster (especially one designed for a Twitter conference) should be broadly accessible. So please do not worry if you lack in-depth knowledge regarding the topic of a particular poster.
During the conference, please find each poster you have been assigned to, and complete the evaluation rubric here: [https://forms.gle/Tew81ZpQ5cKv2XCW6](https://forms.gle/Tew81ZpQ5cKv2XCW6)

Before Friday, please take a moment to review the rubric and let me know if you have any questions. You will notice that one question asks about "the presenters ability to effectively respond to questions about their research". Because interacting with a dozen or so presenters during a two-hour time period is likely overwhelming, I have indicated (in the attached spreadsheet) which presenters you have been assigned to prioritize communication with. In other words, please find these students first and ask them any questions you have about their research. This way, every student is guaranteed to have an interaction with at least one judge. I also ask that you please keep your communication with the student public (i.e., that you communicate via tweet, responding directly to their poster, rather than sending a private message). This way, the other judge who has been assigned to that poster will be able to review your conversation. Students have also been encouraged to interact with one another during the conference (and to do so publicly, rather than through private messages/DMs).

Please don't hesitate to let me know if you have any questions. Thanks again!

All the best,
Ashley

C. Email with final reminder/notes (sent the day of the conference)

Hi everyone,

Just some quick final notes regarding the conference/judging today:
- It is absolutely fine if you need extra time after 3pm to complete your evaluations.
- I expect some students to have dropped out/changed their minds without having told me, so don't worry if that appears to be the case. Reasonable steps to take in order to find a poster/person include: searching for their Twitter handle (again, it is up to the student to have provided a correct handle), searching using the hashtag #aoputc2020, searching for the student's name (this would only be reasonable in the case of a fairly rare name). If you cannot find an entry after taking these steps, assume the student has chosen not to participate and move on. I will also be retweeting as many posters as I can using the @aoputc account.
- A number of students have already started tweeting their posters, so feel free to get a jump on things if you wish.

Let me know if you have any questions. Have fun - thanks again!
All the best,
Ashley
Appendix 5: Example of Conference Program Set-Up
AOPUTC 2020 Twitter Poster Conference

50th Annual Ontario Psychology Undergraduate Thesis Conference

FRIDAY, JUNE 19TH 2020 | 1PM-3PM EDT
#AOPUTC2020

https://aoputc2020.wixsite.com/home
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Remember to tweet your poster using the hashtag #aoputc2020!

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Conference Organizer: Ashley Waggoner Denton, PhD
Email: a.waggoner@utoronto.ca or aoputc2020@utoronto.ca
Website: https://aoputc2020.wixsite.com/home
Follow @AOPUTC for updates!