

Atlanta Research Conference Frequently Asked Questions

This FAQ includes the following sections:

- A. General Conference**
- B. Poster Presentation**
- C. Lecture Session**

A. General Conference Questions

Do I need to officially “register” to attend the Atlanta Research Conference?

Registration is not required to attend the Atlanta Research Conference (ARC). All are welcome and it's free to attend.

However, if interested in a boxed lunch at the Conference, please see lunch RSVP information below in this section.

There will be a Welcome table located on the 2nd floor of the ACC (starting at 9:30am), where presenters and attendees will receive a Conference name badge & a printed copy of the program. Additionally, there will be an optional sign-in sheet for student attendees, as some course instructors offer credit for attending the Conference.

Can I invite guests to my presentation? And/or can other non-presenters attend the conference?

Yes, and yes! We encourage all Mercer faculty and students, along with other guests, to attend the conference regardless of whether they are presenting or not.

What does the Opening Session at 10am include?

The Opening Session, located in the 2nd floor auditorium (Rm 280), is an excellent introduction to the ARC. In addition to a brief Welcome/Introduction from Mercer leadership and a general overview of the day, there is also the announcement of the Swilley Library Research Award Winners during this session.

Additionally, the opening session typically includes an engaging Keynote Address. See the Conference website to learn more about this year's focus and other details.

Will there be lunch available at the Conference?

Boxed lunches will be available for presenters and attendees at the Conference. The available options are Turkey, Ham, or Veggie. For Presenters and Attendees who would be planning for lunch at this year's ARC, we kindly request that you RSVP your lunch preference by **Friday March 27th** using this link:

- https://merceruniversity.co1.qualtrics.com/jfe/form/SV_cVm4BdQd7Vc2ePQ

Atlanta Research Conference Frequently Asked Questions

If my poster/presentation is during a session at 1:30pm (for example), am I required/expected to arrive at 9:30am and attend the entire conference?

No, not necessarily. We do encourage all presenters and attendees to come for the entire conference to learn about and support the great research that other faculty and students are engaging in; however, it is not required. This Conference (like many professional conferences) allows flexibility to attend the sessions that are relevant/important to you. If you're only able to attend during your presentation time, that's ok too. We'll have staff at the Welcome table throughout the duration of the Conference to provide name badges and printed copies of the program.

What is appropriate attire for this conference?

While there is no specific dress code for the ARC, typical conference attire ranges from business casual (most common) to business professional.

What is the address to the ACC building?

The Administration and Conference Center (ACC) is at the [Mercer University Atlanta Campus](#) and is located at [2930 Flowers Road South, Atlanta, GA 30341](#).

There will be signage located on Flowers Road directing ARC Attendees to the ACC on the day of the conference, as well as signage at the building entrances directing attendees to the Welcome table on the 2nd floor of the building.

Is there parking by the Administration and Conference Center (ACC)?

Yes, there's plenty of free parking available on both sides of the ACC Building.

Accessibility

The Atlanta Research Conference provides physical access in line with ADA requirements.

There are ADA-compliant parking spaces available in two locations at the ACC building. There are spaces available in the first parking lot out front of the ACC, as well as a few spots available in the covered parking area behind and around the building. Both of these accessible parking areas have a ramp or gradual incline approach to the building and automatic doors to enter the lobby of the ACC (on the first floor), where there is an elevator to the 2nd floor (and all other floors).

Additionally, there are accessible restrooms available on the first and second floors of the ACC.

If you have additional questions and/or needs related to accessibility and disability equity at the conference, please contact Dr. Lynn Pierce, pierce_k03@mercer.edu.

Atlanta Research Conference Frequently Asked Questions

B. Poster Presentation Questions

I am presenting a poster. What does that entail and what do I need to bring for this?

You'll only need to bring your printed poster with you. During your designated poster session, you'll hang your poster on a conference-provided foam board and easel display using provided push pins to mount your poster to the foam board. **The recommended poster size dimensions for printing your posters are 36"H x 48"W.** The overall foam board displays are 40"H x 60"W in size, but your poster should not be that size (see question below about specific poster dimensions).

As for "presenting the poster," that entails standing by your poster and being ready to present/discuss your research with other attendees/presenters during your scheduled poster session. Poster sessions are typically more "informal" compared to lecture or talk presentations in that attendees often mingle from poster to poster during a given session.

For my poster presentation during my designated session, how exactly will I know where to hang my poster?

Listed in the Conference Program, for each poster session, individual posters are numbered (e.g., 1-28). On the day of the conference, each of the foam boards used for mounting your poster will have a printed number in the upper left-hand corner (circled in the image below). The specific foam board number during your designated poster session corresponds with the number that your poster is listed as in the program.

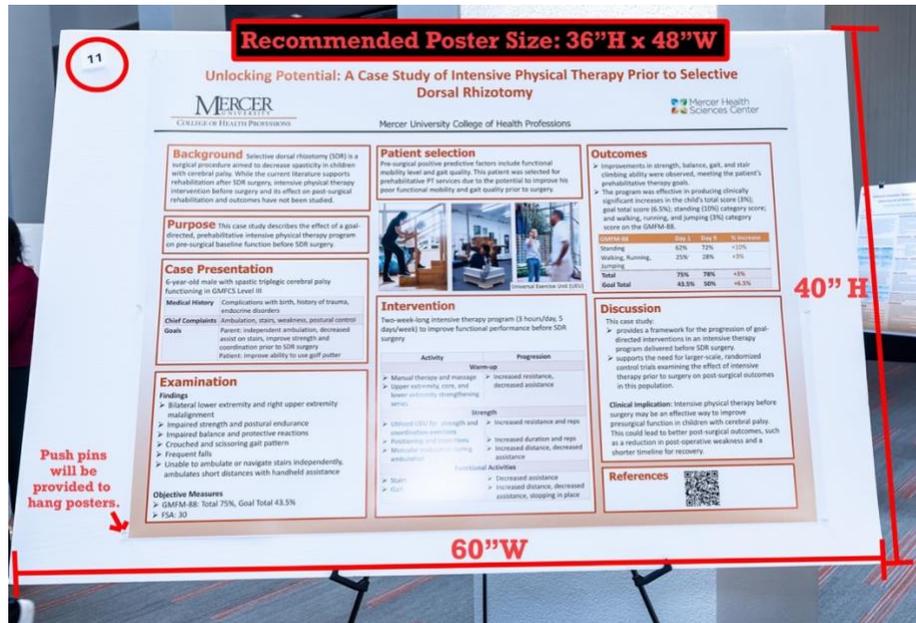
- For example, if you're presenting during Poster Session 1 and are listed as poster #11 in the program, during that Session timeslot, you'll find the foam board with "11" in the upper left corner and hang your poster there for duration of the session. Please remember to take down your poster after your session has ended!

What are the size requirements for posters?

There are no specific size requirements for posters; however, **a standard, recommended poster size that's appropriate for this Conference is 36"H X 48"W** (in the landscape orientation). See the photo example below.

- The total display area of the foam boards to hang your poster is 40"H X 60"W. **As answered in a previous question, you should not print your poster to the same size as the foam boards. It can be both cost prohibitive and problematic for displaying.**
- We recommend printing your poster 36"H x 48"W; however, posters can be *slightly* larger or smaller than the recommended size (36"H X 48"W) as long as they fit within the total area dimensions.
 - *Note:* Students should consult with their faculty or research advisors regarding poster dimensions, as varied disciplines have different preferences.

Atlanta Research Conference Frequently Asked Questions



Do you have any recommendations on where or how to print a poster?

Most print shops should be able to accommodate printing professional posters. For color posters, they can range between \$40-\$100, depending on the type of paper, size, etc. Black & White posters are typically more budget friendly and are a welcomed option to consider for the Atlanta Research Conference.

Students should consult with their faculty or research advisors who may have recommendations for printing.

Do you have any guides/tips for “how” a poster should be designed?

Oftentimes, each discipline uses slightly different approaches/designs to create professional posters. If you’re a student, we recommend reaching out to your research advisor or checking in with your College’s Conference Planning Committee Representative (as listed on the ARC website). That said, here are a few links that could be helpful as you create your posters:

Website Guides with tips on creating academic posters for conferences:

- <https://guides.nyu.edu/posters>
- <https://spie.org/news/a-practical-guide-to-conferences-part-ii-poster-presentations?SSO=1>

Previous Atlanta Research Conference Photos:

- These photo galleries from recent Atlanta Research Conferences include several pictures that provide good examples of conference posters and the set up:
 - 2025: <https://gallery.mercer.edu/Gallery/Academics/COPA/Atlanta-Research-Conference-/2025-Atlanta-Research-Conference>
 - 2024: <https://gallery.mercer.edu/Gallery/Academics/COPA/Atlanta-Research-Conference-/2024-Atlanta-Research-Conference>

Atlanta Research Conference Frequently Asked Questions

C. Lecture Session Questions

Will there be equipment (laptop, projector, etc.) in my designated presentation room for me to display my power point slides?

Yes, each room for the lecture sessions are equipped with necessary presentation equipment such as computers, projectors, etc. All you'll need to do is bring a flash drive with your presentation saved on it. While you may be able to access your slides from your email, we *instead* encourage bringing files saved on a flash drive in the event of any internet outages, difficulties logging in, etc.

What else needs to be considered for a 15- or 30- minute presentation?

The main consideration is *time*. The ARC is on a tight schedule, so you'll need to stay within your allotted time frame. Moderators will be in each lecture presentation room to ensure that presenters are staying within their designated time.

For *15-minute presentations*, this means you'll need to keep your presentation to 10 minutes, allowing 5 minutes for questions.

For *30-minute presentations*, you'll need to keep your presentation to 20-25 minutes, allowing 5 minutes for questions.

Thanks again for attending the Atlanta Research Conference!