

# Poster Session Guidelines for Celebration Presentations

While all presentations are unique based on their subject matter and discipline, the following reflect suggestions for developing a clear and effective poster presentation. (Note: these guidelines have been copied, modified and reorganized from the references at the bottom of the page. **Bold items are required**, the rest are advisory.)

- **The presentation must cover the same material as the abstract.**
- **Presenters scheduled for 1 PM must check in at the International Hall by 12:45 PM. Presenters scheduled for 2:30 must check in by 2:15. DO NOT be absent from your scheduled poster time!**
- **Please use the revised poster template (.pptx file format) that we have provided.** Include the background of your research/work followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- **Final Save:** *Do not simply Save as a ppt file.* When you are completely finished, **use the Package for CD under the File menu.** Choose the Copy to Folder option to save it on the network, a thumb drive (memory stick), or CD. This method of saving the file ensures that all of the embedded images are actually saved with the pptx file, instead of only links to the images. Send the packaged folder to your faculty sponsor for her/his approval. The file will be printed on a poster printer in Hays Hall. All PowerPoint files must be saved as a PowerPoint package and **uploaded to the Research Celebration Moodle page by Monday January 23, 2012.** You will be given a scheduled time for you to print your file on that date.
- is often the only thing that most people will read!
- explain the details. Determine the key points for your paper and highlight these, rather than trying to cover the whole paper. You can elaborate on these points on an individual basis. DO NOT mount the text of your paper as the poster!
- If you have graphs or charts, make sure they are large and clear. Be sure that the colors and symbols are easily distinguishable and do not clash with each other or the background you have chosen for your poster. Make sure that all your graphs can be read from at least 4 feet away.
- Use a serif font (e.g. Times) for the main text and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels. Be sure that all your fonts are at least 22pt and can be read from at least 4 feet away.
- Use squares, rectangles, circles, etc. to group like ideas. **Don't clutter your poster with too much text!** Label different elements as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily follow your display. The template has a blank background, but you may wish to change it to something more interesting. Do not choose a dark background that will use excessive ink.
- Consider having a pad of paper handy to allow visitors who have more in depth questions or would like more information about your research to provide you with their contact information

## References:

- Retrieved October 24, 2005 from [http://www.agu.org/meetings/fm04/?pageRequest=poster\\_guide](http://www.agu.org/meetings/fm04/?pageRequest=poster_guide).
- Retrieved October 24, 2005 from <http://www.gmu.edu/departments/writingcenter/ppt/ppframe.htm>.
- stern Kentucky University, Retrieved November 5, 2007 from <http://people.eku.edu/ritchison/posterpres.html>

Revised January 2012 (Jeff Beck and Lon Porter)

[http://www.wabash.edu/ugresearch/poster\\_session\\_guidelines\\_2012.pdf](http://www.wabash.edu/ugresearch/poster_session_guidelines_2012.pdf)