

# Poster Guidelines Checklist

## General

\_\_\_\_ Include introduction, main points, and summary.

\_\_\_\_ Explain the **main** points of the topic.

✓Keep the methodology text brief unless it is the focus of your poster.

✗You don't have to provide every detail on your poster because you will be there to answer any question regarding specifics. Make sure your poster adequately covers the main topics to avoid the need for unnecessary explanations of your poster's features.

## Materials

\_\_\_\_ Use lightweight poster paper, cardboard, or white paper.

✓Your display area will be approximately 46 inches high and 94 inches wide (about 117 x 239 cm). Design for flexibility, in the event of small dimensional changes.

✗Avoid heavy board or foamcore; these may be difficult to keep in position

## Text

\_\_\_\_ Use Times New Roman or Arial font.

\_\_\_\_ Title: 72–100-point font (5/8"–1" or 1.9 cm)

\_\_\_\_ Author: 36–48-point font (1/2" or 1.27 cm)

\_\_\_\_ Body text: 28–36-point font (3/8" or .95 cm)

\_\_\_\_ Captions and Legends: 28–36-point font (3/8" or .95 cm)

✓The poster should be easily viewed from 3 feet (.9 m).

✓If you have to use smaller font to fit your information on the poster, consider reducing the information presented. Too much text is unappealing for viewers.

✗Avoid replicating your paper word for word on the poster. Attendees will have access to your proceedings paper.

## Color

\_\_\_\_ Use color combinations that are easily distinguished.

\_\_\_\_ Use between 3 and 5 colors.

\_\_\_\_ Use text that contrasts sharply with background (i.e., black/white, blue/white).

✓Proper use of color can draw attention to key points on the poster. Careless use of color (i.e., too much or misplaced) can distract the viewer from those points.

✗Avoid poor color combinations (i.e., blue/red, white/yellow, green/red). These can lead to difficulty in viewing, eyestrain, or unwanted visual effects.

## Images

\_\_\_\_ Images are legible from 3 feet (.9 m).

\_\_\_\_ Images are relevant to the message of the poster.

\_\_\_\_ Use graphs instead of data tables.

\_\_\_\_ Provide a concise, informative caption for all figures.

✓Remember: tables of raw data are not as informative or appealing as graphs. Viewers may not remember specific numbers when they walk away from your poster.

## Arrangement of Information

\_\_\_\_ Title and Author are centered at the top of the poster.

\_\_\_\_ Information is presented in columns.

\_\_\_\_ Introduction is located at upper left.

\_\_\_\_ Conclusion is located at lower right.

✗Avoid presenting the information in rows. This avoids the need for viewers to walk back and forth to read it.

*(Please turn over)*

## Checklist for the Day of Your Presentation

### Setup and Take-Down

\_\_\_\_ Bring push pins for hanging your poster, in case the supply is running low.

\_\_\_\_ Arrive 15 minutes prior to poster session and locate the corkboard with your poster ID on it.

\_\_\_\_ Mount your materials on the corkboard using push pins.

\_\_\_\_ After the session, remove all materials from your poster area.

✓ You may wish to bring business cards, a clipboard with blank paper, reprints of your proceedings paper, or other material for viewers who wish to get more details about your work.

✗ Do not write or mark on the corkboard provided for display; these will be in use throughout the meeting.

✗ Avoid leaving any materials behind. We do not have staff to prepare the areas for the next session and cannot be responsible for anything that is left.

### Scheduled Appearance

Each poster session will be displayed for 90 minutes. Presenters are required to be with their poster for the entire 90-minute period to answer questions and provide explanation when necessary.

*These guidelines were updated by Michael T. Curtis and Raegan M. Hoeft from the University of Central Florida Student Chapter on April 28, 2006.*