

## **Poster Guidelines/Instructions**

Following are some general tips that you may wish to consider as you prepare your poster presentation:

- Graphical elements should be emphasized when appropriate and possible. Graphs, charts, tables, photographs, and illustrations are particularly appropriate for a poster presentation.
- Lettering should be simple, bold, and easily legible from a distance of 4 feet. Use no more than two or three fonts, and keep font sizes between 16 and 48 points.
- Poster content should be divided into appropriate sections, such as: title, author(s) and affiliation(s), abstract, methods, results or data, and conclusion or summary. Headings above each poster section should indicate its contents and identify the appropriate sequence in which to view the poster. If necessary, use clearly visible numbers, letters, or arrows to assist the viewer.
- Written material should be concise. Save nonessential but helpful or interesting secondary points for discussion with your viewers, or create and distribute an information sheet that expands on your topic.
- Printed conclusions should permit viewers to focus on a concise statement of your central findings and should spark informal discussion (if applicable).

The following are informal criteria for self-evaluating Research Forum posters. Although posters will not be judged, we hope these criteria will help guide decisions about format and content.

**Poster Rating Criteria** - Circle rating that applies.

***Overall Appearance***

- 0 Cluttered or sloppy** appearance. Gives the impression of a solid mass of text and graphics, or pieces are scattered and disconnected. Little white space.
- 1 Pleasant** to look at. Pleasing use of colors, text, and graphics.
- 2 Very pleasing** to look at. Particularly nice colors and graphics.

***White Space***

- 0 Very little.** Gives the impression of a solid mass of text and graphics.
- 1 OK.** Sections of the poster are separated from one another.
- 2 Lots.** Plenty of room to rest the eyes. Lots of separation.

***Text / Graphics Balance***

- 0 Too much text.** The poster gives an overwhelming impression of text only. **OR Not enough text.** Cannot understand what the graphics are supposed to relate.
- 1 Balanced.** Text and graphics are evenly dispersed in the poster. There seems to be enough text to explain the graphics.

***Text Size***

- 0 Too small** to view comfortably from a distance of 1-1.5 meters.
- 0.5** Main text OK, but **text in figures too small.**
- 1 Easy to read** from 1-1.5 meters.
- 2 Very easy to read.**

***Organization and Flow***

- 0 Cannot figure out** how to move through poster.
- 1 Implicit.** Headings (Introduction, Methods, etc) or other device implies organization and flow.
- 2 Explicit** numbering, column bars, row bars, etc.

***Author Identification***

- 0 None.**
- 1 Partial.** Not enough information to contact author without further research. This includes missing zip codes on addresses.

- 2 **Complete.** Enough information to contact author by mail, phone, or e-mail without further research.

### ***Research Objective***

- 0 **Can't find.**
- 1 **Present,** but not explicit. Buried at end of "Introduction", "Background", etc.
- 2 **Explicit.** This includes headings of "Objectives", "Aims", "Goals", etc.

### ***Main Points***

- 0 **Can't find.**
- 1 **Present,** but not obvious. May be imbedded in monolithic blocks of text.
- 2 **Explicitly labeled** (e.g., "Main Points", "Conclusions", "Results").

### ***Summary***

- 0 **Absent.**
- 1 "Summary", "Results", or "Conclusions" section **present.**