

Poster Presentation Guidelines:

Role of the poster presenter:

- Provide a “guided tour” through the poster
- Answer questions about the information

Supplies provided at conference

- Matte board - 36” high, 48” wide
- Materials to secure poster pieces to matte board – pins, tape, etc.

Ways of Making a Poster

- Design and print a large-scale poster (required dimensions: 36” high, 48” wide)
- Display: *Matte board*
 - Print out segments on a regular printer, cut then paste onto matte board
 - Can use any software program (MS Word, PowerPoint, etc.) to create content to be printed.

What a poster should include:

- **Title:** project title
- **Authors:** your name, names of collaborators, institutions
- **Purpose (or Objectives or Introduction):** State the problem or idea to be discussed
- **Methods:** Briefly describe the manner in which the study or problem was investigated
- **Results or Findings :** Briefly describe findings.
- **Summary/conclusions:** State conclusion or solutions to problems or ideas. Evaluate the relevance of this study to other persons involved in transplantation

- **Acknowledgments:** include any sources

Tips for Designing a Poster

Keep it Simple!

- arrange your material in a logical progression
- arrange materials in columns
- don't try to cram too much on to the poster

Selecting Colors and Fonts

- Use only 2 or 3 colors in the poster: too many colors can be distracting
- Select font colors and background colors to maximize contrast: A dark font on a light background is more easily read than vice versa
- Choose a font size and style that can be read easily from several feet away
- To emphasize a point, use bold or italics rather than underlining as underlined words can be more difficult to read

Text for the Poster

- Avoid large blocks of text and limit or eliminate jargon and technical terms
- Organize and reduce text by using subheadings, key words, bullet points
- A figure or graph often convey information more efficiently than paragraphs of text

Graphs

- Keep graphs simple
- Avoid "chart junk": 3-d, shadowing, multiple grid lines, labeling every tick mark
- With multiple graphs, combine information (e.g. share axis labels, titles, legends)

Other Ideas

- Indicate by numbers/letters/arrows a preferred sequence that should be followed in studying your poster. The poster should be self-explanatory so that you are free to supplement information and discuss particular points raised by inquiry during poster sessions.

How to map out a full-size poster using PowerPoint:

- Start PowerPoint and open "new presentation"
- From the menu bar, select File > Page setup.
- In the box that appears, the first section is "size."
- Next to the heading "slides sized for," select "custom" from the pull-down menu
- Enter dimensions (width 48", height 36"). Click "OK."
- You will see this prompt: "the current page size exceeds the printable area of the paper in the printer." It will offer three options: cancel, OK, and fix. Click "OK."
- Set the slide layout to "blank." This is done differently in different versions of PowerPoint. If you are having difficulty, type "layout" in the PowerPoint help menu, and you will find instructions on how to create or change slide layouts.
- You can look at the poster at different sizes. Using a smaller size (e.g. 25%) will allow you to see the whole poster at once. Using a larger size (e.g. 75%) will allow you to read your text more easily.
- Add content such as text, images, charts/graphs as needed.
 - To add text, click on "insert" on the menu bar and choose "text box." Then click where you want the text box to be, and start typing. Text boxes can be resized by clicking on a corner and dragging.
 - Pictures and photos can be added with copy and paste commands or by importing.
 - To import: select Insert on the menu bar, then choose "Picture" or "Photo" (depending on your version of PowerPoint). Select the option that includes the phrase "from file" and then select the file from wherever it is stored on your computer.
 - Images should be at least 100dpi and the same size they will be on the poster. A resolution of 150dpi is ideal (smaller resolution will result in a pixelated image, and larger resolution will result in excessive file size).
 - Pictures and photos can be edited using the picture tools. Access to the picture tools varies by PowerPoint version -- use the help menu if you are having difficulty finding the picture tools.
 - Resizing: click on the corner of the picture/photo and slide the mouse to resize
 - Cropping: choose the crop tool and crop from any side
 - Framing: click on the picture to select it, then choose "colors and lines" or "border" (depending on which version of PowerPoint you are using).
 - Graphs can be added with copy and paste commands or by importing (same as pictures)

- Once the poster is mapped out, you can copy and paste the different elements (images, text, graphs) into a word document or new power point presentation and the print to add to the poster.
- You may want to print a copy of your poster mapped out for reference. When you print select “scale to fit page” to make sure it fits onto one page. The content will be small (to be able to fit on one page) but will give reference for how to put your poster together.