Poster Presentations

• **Title, Author and Institutional Affiliation** across the top of the poster (use a large, bold font)

• **Abstract (200 words maximum):** The abstract is a concise summary of the presented research. It should set the stage for your presentation and include the following sections: 1) What is the Problem (relevance of the research), 2) What was done to solve the problem, 3) What was the outcome. Abstracts should never include a cited reference.

• **Introduction and Methods**: These two areas should be kept short to save room for results and discussion. Showing your methods visually is often a good strategy.

• **Results:** The Results are the most important section of the poster. Clearly designed graphs and tables are critical. Captions should be self explanatory and informative.

• **Discussion:** The Discussion explains why the results are significant and interesting. Include figure/table references when discussing findings. Arrows can be used to refer reader to the appropriate figure.

• **Acknowledgments:** The acknowledgments section is one short paragraph thanking others for assistance and listing funding sources.

• **Additional Hints**: Design your poster to have eye catching areas that draw the reader to important information. Font should *never be smaller than 18 point*.

Mechanics of PowerPoint:
Edited from website:
http://meeting.asbcnet.org/callpapers/Powerpoint_posters.cfm

Also see:
http://www.kcl.ac.uk/depsta/iss/schools/writing/posters.html

WHY POWERPOINT?
Although there are many software programs that will create posters, PowerPoint is an excellent choice because it is readily accessible, compatible with most word processing and spreadsheet programs, and
quite powerful, yet user friendly.

SETUP - Creating a new poster
1. When PowerPoint first opens, select Blank Presentation.
2. Select the blank layout (lower right option). Because you will create your own background texture and color, and will insert your own title, text, and
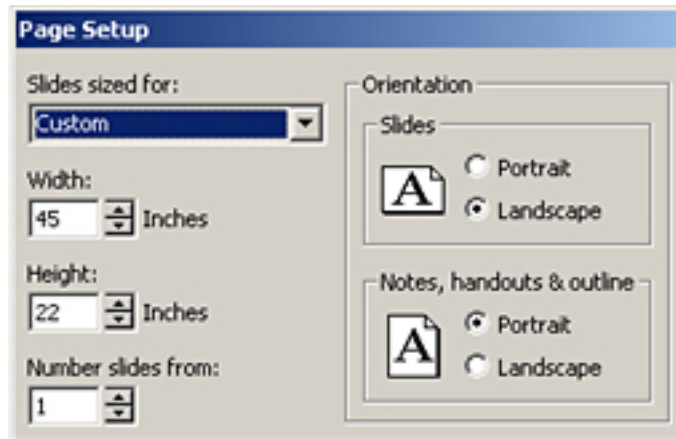

graphics, a template is not necessary.

SETTING THE POSTER SIZE
Important note: use the page setup measurements given below!
1. Under the File menu, choose Page Setup.
2. In the Slides sized for box, select Custom.
3. Change the orientation to landscape
4. Type in the width and height of the poster (usually in inches, although some default to cm). Posters for printing at Southwestern have two options:
1. Variable width but 36" in Height – this is a smaller poster version and can only be printed on "regular" paper
2. Variable width but 42" in Height – this is the preferred size b/c you can use the high quality paper. In the past, 4 ft long (48 inches) has been sufficient

SETUP YOUR POSTER WORKSPACE
This might be a good time to select appropriate formatting toolbars. Recommended are the standard, formatting, drawing toolbars. The picture toolbar may come in handy later for making refinements to graphics. The toolbars can be selected from the View menu.

USING GRIDS, GUIDES
Turn on guides
Guides are useful for aligning images and text within a slide. To view guides, click on the View menu and click on Guides.

Add or delete a guide
To add a guide, hold down the CTRL key and drag an existing guide. To delete a guide, drag it off the side. Tip: To hide the guides without deleting them, click Guides on the View menu, Temporarily Turn off Guides and Grid. To temporarily override settings for the grids and guides, press ALT as you drag or draw an object.

Align objects on a grid
By default, any time you draw, resize, or move a shape or other object, it will position or "snap" to the lines in an invisible grid. This grid of evenly spaced lines helps align objects more precisely.
You can also align or "snap" objects to other shapes so that the new objects will align themselves with the pre-existing shapes. For example, if you want to stack shapes neatly on top of each other, or have lines meet the edge of another shape, you can turn on the Snap to Shape option.
On the Drawing toolbar, click Draw and then point to Snap. To automatically align objects on a grid, point to Grid and check to see that it is selected (it will look "pushed in").
To automatically align objects with grid lines that go