

Poster Presentation Guidelines for the NIEHS WInSTEP SEPA Student Research Conference: Biology and Environmental Health

General Format:

A poster is a graphic approach to presenting your research. The size of the poster will be *36" high by 48" wide*, and will be prepared using Microsoft PowerPoint. It will be made as one large slide, saved as a file, printed at UWM, and hung on a board at the conference.

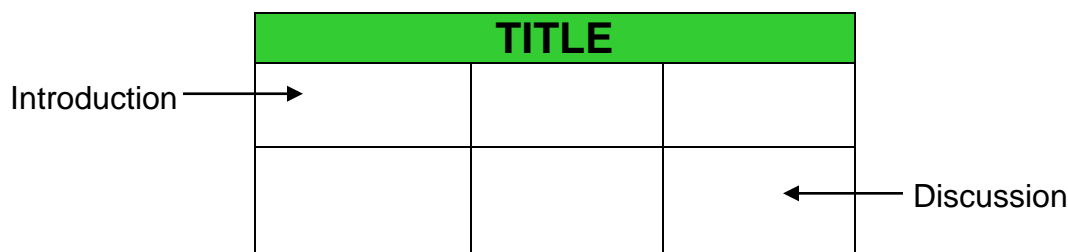
Steps for Using PowerPoint:

1. Open Microsoft PowerPoint.
2. Close the "Getting Started" box on the right.
3. Go to "File" and click on "Page Setup".
4. Select the following:
 - a. "Slides sized for:" – Custom
 - b. "Width" – 48 inches in width
 - c. "Height" – 36 inches in height
 - d. "Orientation" – Landscape
 - e. "Notes, handouts & outline" – Portrait
 - f. Click "OK"
5. When you open PowerPoint, delete the default text boxes.
6. You add content by creating textboxes and inserting text and illustrations by typing or cutting and pasting from your research paper. (See "Preparing the Content" below.) **You will need to edit the content down**, and you may need to resize the font. PowerPoint features work much like Word. Save the file like you would a Word document.
7. Hint: under "View", add gridlines so you can line everything up.
8. When finished with your presentation, be sure to save the file and give it to your teacher who will send it to UWM.

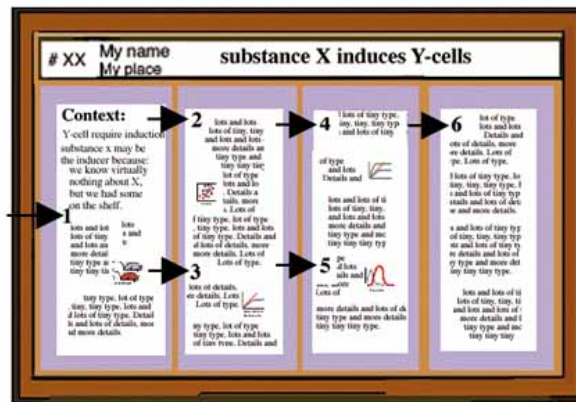


Getting Started:

1. Make a sketch of the layout on paper for your poster using 2-3 columns. This will help you figure out the organization and flow of the poster. The sections of the poster should match the headings of your research paper (Abstract, Introduction, Materials and Methods, Results, Discussion, and Works Cited) because it is a visual representation of the paper. Make sure the layout has a logical flow. You may want to number the sections or use arrows to help the reader follow the presentation.



Example:



2. In general, the title will appear across the top along with the names of the authors/presenters. The title should be readable from 15-20 feet away. Often, the “Abstract” is beneath the title, but it doesn’t have to be. The “Introduction” will be in the upper left, and the “Discussion” section will be at the lower right.
3. Arrange the remaining material into the columns in a logical sequence. Generally, the poster should read from left to right, and top to bottom.

Preparing the Content:

1. The content should not just be cut and pasted from the research paper. **You will need to edit it down! Be concise!** The poster is a visual presentation with text to support the graphics. It should not just be your entire paper in poster format; it is the highlights. You provide the details during your presentation.
2. Use short sentences and bullet points. Remove all non-essential information. Keep it simple and to the point.
3. In general, it is recommended that you have about 25% text, 45% graphics, and 30% empty space.

Graphics:

1. The graphics should be self-explanatory and be an important segment of the poster. Emphasize graphs more than tables.
2. Use minimal amount of text to explain the graphics.
3. Do not overuse color, 2-3 different colors for emphasis is valuable.
4. Graphics should be large enough to see from 6 feet away.

Poster Text:

1. Text should be easily read from about 6 feet away. Choose only 1 font style for the entire poster. Add emphasis with boldface, underlining, or color. Italics can be hard to read.
2. Text should be left-justified.
3. Headings should be bold. Largest size font should be for the Title (about size 96), next largest size for presenter names and section headings (about size 55), medium size font for supporting material (about size 30), and smallest font for details such as captions.

Poster Background:

1. Choose a background color that is subtle because it is easier to view for a long time and the content will stand out more.
2. Color can enhance illustrations and photographs. If an illustration is light in color, use a dark colored background right behind it for emphasis, and vice versa.

Presentation:

1. A person viewing your poster should be able to read the entire poster in about 10 minutes.
2. Prepare a short talk to go with your poster and be ready to present to anyone who stops at your poster.
3. Remain with your poster during the presentation period. Be available to talk to people interested in your work!
4. Dress nicely and put your best foot forward!
5. The Science of Poster Presentations, Helpful Tips:
<http://setac.sclivelearningcenter.com/index.aspx?PID=9484&SID=185107>



Good Luck and Have Fun!!!

References:

<http://people.eku.edu/ritchison/posterpres.html>

<http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm>

<http://www.pitt.edu/~etbell/nsurg/PosterGuide.html>