

Tips for Creating and Presenting a Research Poster

Preparing the Poster in PowerPoint

- Sizing: The poster will be fitted on a single slide. To size the slide: Design tab → Page Setup → Choose Custom and specify dimensions
- Font type and sizing: Text in main body of poster should be at least 24-point font. A font like Arial or Palatino are both good choices.
- Background: Right-click on slide → Format background → Choose fill color
- Display Grid and Guides: Right-click on slide → Grid and Guides → Choose preferred options
- Display Ruler: View tab → Ruler option
- Arrange/Align items on poster: Select items to be arranged / aligned → Format tab → Align → Select preferred option
- Insert textboxes, shapes, pictures, etc.: Insert tab
- Zooming In/Out: Bottom right corner of screen → Select to zoom in on one section while working on it or click on 'Fit Slide to Window' button to see the whole poster.

Content Tips

- Keep it short, but detailed enough! Too much text is not a good idea.
- Define terms as needed.
- Use shapes, pictures, tables, flow charts, and other visual aids.
- Use sub-headings where appropriate to organize the content and make each section pop-out more.
- Make it interesting to look at, but not too busy or colorful.

Presentation Tips

- You should be prepared to orally summarize your poster in no more than 2-5 minutes. Focus on the bottom lines. Use non-technical terms or define them as needed. Use the poster as a visual guide (e.g., point to sections as you talk about them).
- Be enthusiastic! If you find the topic interesting, so will your audience!