



# Poster Presentations



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**Recall the components  
of an oral presentation given in  
“Presenting a Technical Paper”**

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# Poster Presentations



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Posters will be presented Thursday, August 1, 2024 from 3:00 to 5:00 p.m. in the CSL lobby.

The boards will be available at 2:00 p.m. on August 1 for you to tack your poster pages to the board. Tacks will be provided. The maximum area for your poster is 42 in tall by 42 in wide.

Use the Poster\_Template\_240607a.pptx as your guide. When making the pdf file from the pptx file, be sure to click on the “file” tab and then click on “Save as Adobe PDF”. Be sure to look carefully at your poster image from the pdf file to make sure that all appears as you want it to appear in your poster.

**\*\*All PowerPoint and PDF files for your poster are to be e-mailed as attachments to Ed Hilinski no later than 5:00 p.m. on July 29, 2024; earlier is acceptable.**



# Poster Presentations Dimensions



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Before you start entering items into your poster, you need to make one large slide in PowerPoint.

1. In PowerPoint, click on "Design".
2. Click on "Page Setup".
3. Set "Slides sized for:" to "Custom".
4. Set "Width" to "42" inches.
5. Set "Height" to "42" inches.
6. Set "Number slides from" to "1".
7. Set "Orientation Slides" to "Portrait".
8. Set "Orientation Notes, handouts & outline" to "Landscape".



1. Brief and clearly organized
  2. Simple with an obvious central point
    - a. Short text / paragraphs (<20 lines)
  3. Easy to read from 1 to 2 meters away
  4. Attractive and aesthetically pleasing
    - a. Mix visual imagery with text
    - b. Use color appropriately
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# Poster Presentations Recommended Font Sizes

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*Sample Type – Arial Font (others may be used)*

**Title- 120 point (30 mm tall)**

**Heading – 60 point (15 mm tall)**

**Subheading – 30 point (8 mm tall)**

**Text – 24 point (6 mm tall)**



# Poster Presentations Layout Examples

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*See the next slide  
and  
the PowerPoint file named  
<Poster\_Template\_230714a.pptx>*

**Title**  
**Authors**  
**Affiliation**

**Introduction**  
**1**

**Materials  
and  
Methods**

**Results  
and  
Discussion**

**7**

**Photo**

**3**

**5**

**Figure**

**Objective**  
**2**

**Figure**

**Figure**

**Conclusions**  
**10**

**4**

**6**

**References  
&  
Acknowledgments**  
**11**

**\*NOTE: Poster, tacks, and board will be provided; you provide the content.**