

PRESENTATION INFORMATION

PRESENTATION ZONE



This is a diagram of a presentation zone. There will be room for an easel with poster board, and one to two people. If you have a different style presentation, or need accommodations other than what is shown, please indicate this when you fill out the [Presenter Information Form](#).

POSTER PRESENTATIONS

We will be printing the posters for you at no cost to you. Please adhere to the following guidelines:

TEMPLATE

- Posters must be 47 inches wide by 36 inches tall and must be designed using [this template](#).
- The template file has different footer options based on the commitment(s) relevant to your presentation. Please choose the correct footer.
- Type the title of your presentation in the blue bar: "Your Presentation Title Goes Here"
- Type the name(s) of your presenter(s) under the title: "Your name or names go here"
- Put the content of your poster in the white area. Leave at least a ¼ inch margin all the way around. Do not put text or design elements beyond the ¼ inch margin.



POSTER DESIGN

- Use Arial for your font. Use size, italics, and different weights for variety and hierarchy. **Do not use any fonts other than Arial.**
- Use subheadings to separate content.
- Use large images and figures to attract visual attention. Make sure your images and graphs/charts are clear and not pixelated. **Images should be 300 dpi at the size they will be printed.**
- Information should be readable from 3-5 feet away (title: 72-120 pts; subtitles/section headers: 36-72 pts; body text: 24-48 pts).
- Separate different content with white space, lines, and/or light colored backgrounds.
- Use a white or light colored background. Do not use photos or busy patterns as backgrounds.
- Spellcheck and carefully proof the presentation for errors.
- Consider including a QR code to connect the audience with additional information.

SUBMISSION

- All posters must be [uploaded here](#) no later than March 31.
- Save and upload your poster as a PowerPoint file (.ppt or .pptx).
- **Do not** change the image compression settings.

- All posters will be reviewed and if not approved, will be returned to you by April 3 so adjustments can be made.
- Event staff will place your poster in your assigned exhibit space on the morning of the Showcase.