

Information for Poster Presenters

Deadlines

The poster session is Saturday, April 6, 4:45 PM to 6:00 PM, in the PSUB Ballroom. (Rm 220)

- Please arrive by 4:30 PM to allow time for setup and preparation.
- Bring a digital copy of your final poster on a USB flash drive in JPEG or PNG format. (The TV will not read PDF or PPT formatted files.)

Poster Creation

- While developing your poster, please follow the attached *Poster Guidelines*.
- All posters will be displayed on TV monitors with a 16:9 aspect ratio. **Paper posters are unacceptable.**
- Use Microsoft PowerPoint to design and develop your poster. PowerPoint has a 56" limit on both the height and the width of a slide, so for maximum clarity, required poster size is 54" x 30" (~16:9 ratio) with landscape orientation.
- A downloadable poster template of the required size is available [here](#). Using this full-size template will help to avoid display scaling and pixelation problems when displayed on the TV. (It can be challenging to change the size of a poster once it is designed, so starting out with the correct size can save you a few headaches.)
- Final posters must be saved in JPEG or PNG format.
- It is recommended that you do not use a MAC to convert your PowerPoint poster to JPEG, as the results are often incompatible with the TVs.

Presentation and Judging

- You must be present to discuss your poster when visitors approach.
- You will be expected to present a 2-minute oral summary when judges come around to review and evaluate your work.
- There will be 2 or 3 judges per category.
- Judges may approach together or separately.
- A sample judging rubric is available [here](#).