

## Guidelines for Preparing a Poster Presentation

The layout of a poster presentation is important and should flow easily to allow the reader to get an idea of what your research involved and what conclusions you have come to in a matter of a few minutes. This means that the layout must be logical, and organized so that it flows from left to right for easy reading. Poster presentations should be mounted on a display board like those used for science fair projects (see Figure 1), which can be obtained at an office supply store.

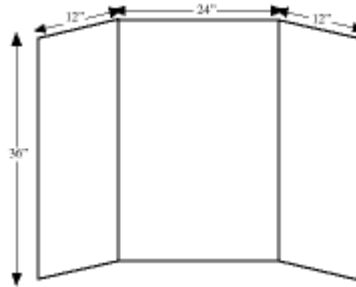


Figure 1. Example of Display Board

For easy reading for a small distance, use the following guidelines for fonts:

- Type of Font – use easy to read fonts such as Times New Roman or Arial
- Title – approximately 1”-1.5” high with name and affiliation in slightly smaller print.
- Major Headings – 36 point font
- Figure Captions – 24 point font
- Other Text – no smaller than 18 point font
- Color – can add to visual appeal by using colored construction paper behind white paper used for sections. Don’t overuse color in other areas (such as figures) of the presentation.

Your presentation is a brief overview of what you did and what you found in your research. Edit down what you would include in your actual paper to the bare minimum. You want enough for a reader to get an idea of what was done but you will be there to answer any questions someone may have and expand on the details. One way to keep sections concise is to use bulleted lists. Sections that should be included on poster presentation include:

- Introduction – Provide a brief overview of the research problem and cite relevant research in APA format. Also, include what hypotheses or predictions you formed.
- Method – Include appropriate subheadings such as Participants, Materials, Apparatus (can use a simple drawing), Design, and Procedure.
- Results – Should be presented clearly and concisely. Present statistics as a part of the descriptive material associated with Figures and Tables. Keep charts and figures simple with brief captions and clear labels.
- Conclusions – Present conclusions and interpretations of your results in clear, direct statements.
- References – Include relevant references cited in your poster presentation.
- Keep in mind that if you have some additional materials that won’t fit on your board you can make up handouts or keep a copy handy for interested readers to look at.

Additional Resources:

- [http://psych.pomona.edu/materials/sample\\_poster.htm](http://psych.pomona.edu/materials/sample_poster.htm)
- <http://www.kumc.edu/SAH/OTEd/jradel/effective.html>
- <http://www.kumc.edu/SAH/OTEd/jradel/effective.html>