Preparing an Effective Research Presentation Tutorial

Checklist C - Poster Preparation Checklist

1. Begin with a diagrammatic overview or blueprint for text and figures by content area (introduction, methods, results, etc.) within the area of your poster. It can save a considerable amount of time if you are modifying the layout of a previously used research poster rather than starting from scratch.

2. Use a consistent background and color scheme throughout the poster.

3. Use contrasting text and background colors. A light background with dark text displays best under all lighting conditions. A white background provides maximal flexibility for selection of text and figure colors. Beware of using text and background colors of the same color intensity! (The text will wash out and be virtually impossible to read.) Also, avoid use of too many or distracting colors.

4. Use a common text font such as Arial or Times New Roman throughout the poster. Unusual fonts can be difficult to read.

5. Use a consistent font size for text that is readable from at least three feet away (title slide text can be larger and citation text can be smaller.)

6. Cite references on slides appropriately and provide citations for graphic material copied from other sources.

7. Avoid overuse of text. Figures and graphs can serve as valuable aids to understanding, as well as adding interest to the poster presentation.

8. If displaying a table, highlight the numbers you wish to stand out.

9. Avoid large blank spaces on the poster; use as much of the display area as possible.

10. Proofread your poster carefully for typos and other errors. Ask a colleague with an eye for detail to do the same.

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