

# Poster Making

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DOWNLOADABLE POSTER TEMPLATES: [www.uwlax.edu/urc](http://www.uwlax.edu/urc) has three samples of PowerPoint templates which are the right dimensions for presenting at UW-L and NCUR. You may change the background and layout as you wish.

## Guidelines:

Posters must be **36" HIGH BY 42" WIDE** for NCUR and that is also an appropriate size for UW-L's Celebration.

The **UW-La Crosse Logo** must be somewhere on your poster. The usual location is in the upper left-hand corner.

If your research was funded or sponsored by an agency or organization, that unit should be acknowledged.

Leave ½" of space around the edge of the poster when you're designing it.

Reference photos and charts if from a source other than you.

DO NOT use a font smaller than 18 point for any part of your poster.

The presentation title must be at least two inches high (~175 pt font). Beneath the title, the name(s) of the student author(s), faculty advisor, and school or institution must be at least one inch high (~87 pt. font).

## Tips:

Posters with "reduced information" look the best; don't try to include your entire research project on the poster.

You are encouraged to use Microsoft PowerPoint to create your poster. You may also use Microsoft Publisher.

Posters DO NOT need to be laminated. In fact, they'll hang on the display board better if they're not laminated and photograph with less glare.

It is MORE EXPENSIVE to print off campus (\$100-\$200). It will cost a CLS/CBA student about \$40.00 to print on campus—Larry Sleznikow is your man ([slezniko.larr@uwlax.edu](mailto:slezniko.larr@uwlax.edu)). SAH students must have their faculty mentor present when printing; the department pays for posters (about \$6.00)—Steve Harris is your man ([harris.ste2@uwlax.edu](mailto:harris.ste2@uwlax.edu)).

Use standard fonts like Times New Roman or Arial. Be aware that the fonts used in your poster must be loaded on the computers connected to the large format printers, or your poster will not print as you designed it. Using standard fonts makes the process easier for everyone.

Understand that low resolution photos (i.e. from the Web) will NOT usually look good blown up poster size. Use high quality/high resolution photos only.

Have your poster printed at least one week before you need it.

A rule-of-thumb is to cut down each research segment (abstract, intro, methods, results, discussion) to one page of 12 point, double spaced text. The purpose of this step is to reduce the amount of information. The one-page rule

will leave you with plenty of room for figures/tables (including some from methods) to make your poster engaging and easy to read.

QUADRUPLE check for errors before you have your poster printed.

Differences in departments make the reference section either required or unnecessary. Check with your faculty advisor –most disciplines include in-text citations – some have full references printed on the poster.

Buy Velcro! Students are responsible for supplying their own Velcro for NCUR and UW-L Celebration. You want to buy Velcro with adhesive backs. Best places to look are Hobby Lobby, Michael’s Crafts, and Hancock Fabrics.

If you search Google using “examples good scientific posters” you will find several sites with good examples including:

<http://www.writing.engr.psu.edu/posters.html>

<http://people.eku.edu/ritchison/posterpres.html>

**Contact Information:**

*Office of Research and Sponsored Programs*

220 Morris Hall

785-8007

*Steve Harris-SAH*

Physics Department-2005 Cowley Hall

(608) 785-8428

[harris.ste2@uwlax.edu](mailto:harris.ste2@uwlax.edu)

*Larry Sleznikow-CLS and CBA*

Educational Technologies-166 Wing Technology Center

(608) 785-5055

[slezniko.larr@uwlax.edu](mailto:slezniko.larr@uwlax.edu)

**NCUR Poster Presentation Guidelines (can be viewed at [www.uwlax.edu/ncur2009](http://www.uwlax.edu/ncur2009) )**

Here are the general guidelines for Poster presentations. If you have questions please send an email to Dr. Kathryn Birkeland, [birkelan.kath@uwlax.edu](mailto:birkelan.kath@uwlax.edu).

1. Poster presentations are displays on poster boards. They may not include exhibits of models, devices, or computer programs. They must be prepared in advance.
2. One side of a freestanding display board measuring 46 inches wide and 40 inches high will be provided to each presenter.
3. The presenter must provide Velcro to attach materials to the display board, along with any other supplies.
4. Presenters must be available to discuss their displays during their assigned session.
5. Posters must be readable from at least three feet away.
6. The presentation title must be at least two inches high. Beneath the title, the name(s) of the student author(s), faculty advisor and school or institution must be at least one inch high.
7. NCUR reserves the right to cancel a presenter's poster session if the above requirements are not met.