

Health Sciences Research Day

Poster Guidelines

1. **Poster Display.** Push pins, foam board, and easels will be provided on Research Day.
2. **Display.** 3' x 5', portrait or landscape. Color is an individual preference. The poster should read top to bottom, left to right.
3. **Poster components.**
 - a. Title panel (title, authors, affiliation)
 - Title should be in largest letters, preferably not less than 1", all capitals.
 - Names should be listed first MI last, smaller font than title in upper/lower case
 - Affiliation can be the smallest font in size.
 - b. Introduction
 - c. Materials and Methods
 - d. Tables, charts, graphs, drawings
 - e. Illustrations
 - f. Results
 - g. Conclusions
4. **Poster Preparation.** Create a PowerPoint file to have the poster printed. You may have the poster printed at University of Missouri Printing Services, Kinkos, or other printer of your choice. University of Missouri Printing Services has provided the following information for large-format posters:

University of Missouri Printing Services is pleased to work with you on your presentation posters. We have an Epson large-format printer that produces high quality, durable prints on semigloss poster stock. The paper is on a continuous, 44-inch-wide roll. The maximum printable width is 43 inches wide. For ease of handling, we prefer to limit the length of prints to 72 inches, though we are capable of printing longer posters.

Microsoft PowerPoint is used widely for preparing large-format presentation posters. Like most Microsoft Office products, it can be a little tricky getting a print-ready PDF file from PowerPoint. Here are some guidelines to make the process smooth and easy.

1. Create the file to the exact final dimensions. For example, if you're setting up a 36 inch by 48 inch poster, define those dimensions under the Page Setup menu (Design/Page Setup)
2. You can use some of the ready-made templates in PowerPoint, or create your own layout using various backgrounds (Design/Background Styles). Avoid overly busy backgrounds. Also avoid setting large blocks of reversed type (white type over a colored background).
3. Strive for a sense of balance and ease of use in your layout. Keep your layout clean and simple for best readability.
4. Lay out each column of text in a text box (Insert/Text Box).
5. Avoid the temptation to use too many fonts. Use easy-to-read fonts like Arial or Times New Roman.
6. Remember that blowing up images to poster size reduces the effective print resolution. A small, low-resolution image scaled to poster size is likely to print as a fuzzy, pixellated blob.
7. Bring your file to Printing Services on CD or flash drive, or submit it to Digiprint Digital Storefront website
(<http://ps.missouri.edu/ps2/uplaod/fileSubmission/defaultDigiprint.html>)
8. Large-format printing cost is \$7 per square foot. If Printing Services has to perform any file manipulation, there is a minimum .3 hour (\$18) format data fee. Lamination or mounting are additional-cost items.
9. Please call Scott McCullough at 882-4234 with any questions, or email:
mcculloughs@missouri.edu