Guidelines for preparing posters

When preparing a poster, be mindful of the visual representation. Here are a few suggestions to help get you started:

**Dimensions**

42” tall x 48” wide HORIZONTAL

**Don’t wait until the last minute**

Allow plenty of time to circulate your poster for review with your mentor/colleagues and your co-authors, and also allow time to incorporate any feedback. Make sure to get it printed early, and review again in case errors have been introduced, especially with mathematical symbols and other special characters.

**PowerPoint**

Microsoft PowerPoint is an easy way to create a poster. Dimensions can be set through the Page Setup menu. A standard poster size is 42” (tall) X 48” (wide), but this standard can be modified.

**Graphics**

Use graphics but use them carefully. Graphics can really illustrate data findings in an attractive way. Again remember to have your co-authors review the data and graphics before going to print.

**Keep it short and simple**

Avoid the use of complete sentences – phrases can be more effective. Use the least amount of text possible to accurately convey your message, reserving room for graphics. Remember less is more.
Text Size

Poster font should not be less than 24 point; ideally, the main text should be close to 44 point. Remember to preview the poster at 100% to see how the font will appear in the context of the overall layout.

Text Size

Typographical errors significantly devalue the content of your poster. Again, be guided and assisted by your coauthors. It is a good idea to bring color handouts of your poster printed on standard 8.5" by 11" paper. These will be useful for viewers who may wish to keep for later reference. If you choose to provide handouts, you might also consider including your email address, and the meeting where you presented, on the document so that interested viewers may contact you later with further feedback or questions.

Key Submission Elements

Title of Poster: The title should clearly and succinctly identify the contents of the abstract.

Authors and Affiliations: Enter each author separately and identify whether the individual is the presenting author (usually the first author) or a co-author. Provide the institution for each author.

Funding. Clearly acknowledge any or all funders and provide grant numbers if applicable.

Conflict of Interest. Authors should indicate if a potential conflict exists.

Format. Abstracts are limited to 300 words. Title, authors and affiliations are not counted. Ideally your abstract should contain a title, an introduction, methods and results section, as well as a conclusion, but it is not necessary to specifically use these labels. Abstracts should describe work done or currently being worked on, not something which is envisioned in the future.
Poster Presentation

Don’t be a Poster Plant!
In maximizing your poster delivery experience, don’t just hover around like a poster plant - try to engage other conference attendees! Some tips for engagement include initiating your presentation with passerby, beginning with a personal introduction. You may even consider befriending spectators! Learn from Dr. Arora How to Make your Poster Presentation Come to Life!

Create a Buzz!
Use props and technology resources such as computers or simulation experiences. Consider passing out pocket cards, brochures, or handouts of your poster.

Three-Minute Spiel

1. Who are you? (What institution do you represent? How can you be reached?)
2. Why is your study important?
3. What main method did you employ? (Try to keep this component to 1-2 sentences.)
4. What were your results?

We would like to credit The University of Chicago for their guidelines when preparing this information. Society for Disaster Medicine and Public Health. 2016.