# Celebration of Excellence

Poster Preparation

**Size and Layout**

Size: standard-please save as a file type that can be uploaded to ZOOM for distance presentations or accessed from campus computers if in-person

**Layout**: a general description and may not fit all types of presentations, for example art or music. Adapt as needed.

* Title: Identify an informative, short and attention-getting
* Abstract: State the why, the how and the conclusions; easy to read with clearly stated conclusions.
* Introduction: Clearly define goals, the problem and approach, or the thesis statement.
* Methods: Describe the experiment and how it addressed the problem.
* Results: Identify the findings--the most important part of your research.
* Graphics: Include figures, tables, maps, photos, or other helpful visuals.
* Conclusion: Give a summary and include future directions.
* References: Cite everything used in the poster and the most relevant literature, using the format appropriate for your discipline.

**Planning and Advice**

1. **Start early**
2. **Organization**

Simplify: Don’t crowd the poster; clearly explain the data, findings, and main points.

1. **Text**

Font size: Consider visual needs of audience. Be sure to include co-authors.

1. **Color**

Use color as an enhancement; do not overwhelm the presentation

1. **Neatness**

Absolutely required for an outstanding poster presentation

**6. Attire**

Clean and neat: dressy casual