

Guidelines for grading procedures for posters

- Posters should be prepared using presentation software, based on guidelines provided below
- Poster graded for organization and content based on posted criteria in course syllabus, using a rubric – spelling, grammar, organization, clarity, visual appeal, ...
- Student should be provided with feedback on what corrections/changes are needed for presentation
- Instructor is responsible for proofreading post-grading – *remember that at this point, student is representing the department and the college*
- Only then, print on regular wide format heavy paper (24 lb?) – *photo paper and lamination discouraged*
- Grade for presentation skills at actual session

Guidelines for poster preparation

- Prepare in Powerpoint, Keynote, or similar presentation software – guidelines for Powerpoint and Keynote setup will be provided by the instructor
- Size of poster: 36 in W x 24 in H, white background / alt 48 in W, 36 in H
- Format: title (size 72 font), author name(s), course, semester (size 48 font), general text (size 36 font), references (size 30 font) Font sizes TBD
- General organization, in outlined boxes: Clearly-labeled abstract, methods summary, data (tables, charts, images) with legends, results, conclusion, essential references

Sample poster

College logo

Experimental Demonstration that Earth is Flat

Alfred E Neumann, III and Darth F Vader, Jr
Astrology 2, Fall semester, 2017

Abstract
x
x
x
x
x
x
x
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x
x

Methods
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x
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Figure 1
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Figure 2
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Table 1
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Figure 3
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x
x

Conclusion
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x
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Conclusion
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x
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Conclusion
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x
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Summary Conclusions
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x
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x
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x
x

References
x
x
x
x

Poster Formatting for Poster Session

Using Powerpoint 2013

- 1) Home tab
 - a. Select "layout"
 - b. Select "Blank"
- 2) Design tab
 - a. Select Slide Size
 - b. Select custom slide size
 - c. Set width to 36 in
 - d. Set height to 24 in
 - e. Select "ensure fit"
- 3) Keep the background of your poster WHITE
- 4) Use "insert" tab to add text boxes for written sections
- 5) Copy and paste graphs and figures from Excel... this makes further formatting easier
- 6) Be sure to include ALL sections of a formal report
- 7) Google "Poster session poster" images for examples
 - a. Posters are more image-focused than papers
 - i. Highlight RESULTS
 - b. Do not include the volume of wording as would be on a paper
 - i. Make it easy to read quickly
 - ii. Bullets instead of paragraphs are acceptable
 - c. Citations can be smaller font as long as they're present