Preparing a well-organized, creative display that is visually pleasing to both you and your audience communicates your text and data efficiently.

- Your poster should enhance conversation.
  - Be selective and include major points that are clear and concise.
  - Save interesting, nonessential information for informal discussion during your presentation.
- Remember, your poster is a visual representation of your research findings.
  - Use a mixture of text, charts, tables, and photographs.
  - Design your text and graphics to be viewed from a distance of 3-4 feet.

**NCFMR BGSU Research Affiliates and Students**

If you are creating an NCFMR related research poster, please contact the NCFMR office for further assistance. We will forward you an electronic checklist and sample with information specific to the use of...

- NCFMR and BGSU logos
- NCFMR colors and fonts
- NCFMR poster formatting services

You may contact Lesley Wadsworth for further details: lesleyw@bgsu.edu 419.372.3120

**Basic Outline**

*Include…*
- Title
- Author(s) Name
- Author(s) Email Address
- Author(s) Affiliation
- Introduction/Background
- Data and Methods
- Findings/Results
- Conclusion
- References
- Acknowledgments

**Text**

*Headings and Titles…*
- Font Style: Sans Serif (without “feet” such as Arial or Tahoma)
- Font Size: 30-point minimum
- Emphasis: Bold, italics
- Use Upper and lowercase text (avoid ALL UPPERCASE).
- Use bulleted lists frequently to avoid large amounts of text.
- Arrange material in columns to read from left to right.

*Body…*
- Font Style: Serif (with “feet” such as Times New Roman or Garamond)
- Font Size: 24-point minimum
- Emphasis: Bulleted lists, bold, italics, color
Graphics, Illustrations, and Photographs

☐ Choose concise, clear, complete, and simple graphics. Distribute complex or dense data in a handout.
☐ Number all graphics and label with a title and source.
☐ Produce any photographs with a matte finish to reduce glare.
☐ Ensure you have permission to reproduce photographs and graphics created by others.
☐ Keep it simple and avoid clutter...use sufficient white space.
☐ Avoid hand drawings.

Design and Layout

☐ Use a minimum of 1-inch margins on all sides.
☐ Use sufficient white space between graphics and text to avoid clutter.
☐ Limit your paragraphs to no longer than 15-20 lines. Break up longer sections of text with bulleted lists or graphics.
☐ Place the title, authors, and affiliations near the top (¼) of the poster, and keep the main body of the poster in the lower (¾) of the poster.

Presentation

☐ Prepare a short (1-2 sentences) overview of your key findings.
☐ Stand near poster for the entire period.
☐ Prepare a handout or business card to distribute.
☐ Thank viewers for stopping by your poster.