Poster Guidelines and FAQs

Getting Started

Q. What presentation software do I use to create a poster?

A. Posters should be created using PowerPoint. NOTE: Due to differences in operating system standards and character sets, mathematical formulas created on one system often don't display correctly on another. Therefore, we highly recommend that you save formulas as images and use embedded fonts.

Q. What will my slides look like on the screen?

A. The posters will be in landscape orientation. Presentation slides should be set to a **16x9** ratio for best results.

Q. Where can I find a template?

A. Poster templates are available for download on the presenter checklist webpage.

Q. What should I name my file?

A. Your file should be saved as your abstract ID in a .pptx file. You can find your unique abstract ID in the email indicating your paper or poster acceptance.

Q. How large can my poster file be?

A. Please limit your poster file size to 100MB and a few slides.

Q. What font type and size should I use?

A. Please use Calibri, Arial or Times New Roman font type with a 28-pt. or larger font size.

Q. How long will I have to present my poster?

A. Presenters normally have three to five pages of content, and you will have seven to ten minutes to present.

Q. Can my poster have sound?

A. No, their will be no audio available at the poster kiosks.

Q. What methods can be used to make my presentation interactive and flexible?

A. Videos: You can add animation and content density to a presentation with videos. For example, show a rotating molecule or other scientific model; make a looping video of multiple charts; or show a video of your work in progress. **NOTE:** Embedded video may be displayed in the .mov, .mp4, .m4v and .mpeg formats. You must save your presentation as .pptx if you are including video. All video files should be submitted along with the presentation.

Hyperlinking: You can use this as a navigation method while presenting. For example, have a main page with an overview and link to subsequent pages with more detail; click on a graph, chart or image to navigate to another slide with a full-screen version of the image; or add a home button to link back to the page that launched an image. **NOTE:** You will not be able to connect to the internet; all content must be included in your file. If you use this method, we recommend that you disable "Click to advance to next slide," as this can disrupt the intended flow of your presentation.

Transitions: You can animate objects in a presentation with transitions. For example, add transitions to slowly introduce content without overwhelming the viewer or fade content in or out for a dynamic or context-sensitive environment. If you use any of these special effects, please make note of them in the notes section of the PowerPoint template.

Q. Where do I upload my poster?

A. See upload instructions on the presenter checklist webpage.

More questions?

Contact Kirsten Crannell.