

Poster Checklist *

Layout and formatting:

- ☐ Size of slide has been changed to 48 in wide and 36 in tall.
- ☐ My poster has a light background (white, pastel, & etc.).
- ☐ My poster has dark font (black, navy, dark brown, etc.).
- ☐ My poster font is a serif font (Times New Roman, Baskerville, Bookman, Garamond) not a sans serif font (e.g., Arial, Calibri, Courier, Franklin, & Gothic).
- ☐ With perhaps the exception of my title, I have consistently used the same style of font.
- ☐ Title can be read from 3 feet away (120-pt font).
- ☐ Authors' names are in a prominent location (e.g. at the top of poster near title) and can easily be read (e.g. 66 to 68-pt font).
- ☐ My institutions name or logo is in a prominent location.
- ☐ I used no more than three colors for the headings and text on my poster and I have used them in a consistent manner (e.g. all section titles are the same color).
- ☐ I avoid using colors that cannot be distinguished by people who are color blind (i.e., red/orange and green combinations).
- ☐ Text is mostly in bullet form with minimal use of full sentences and paragraphs.
- ☐ The smallest font size used on my poster is 24-pt.
- ☐ Approximately half of my poster is text and the other half images, which may include graphs, tables, etc. (appeals to visualizers and verbalizers).
- ☐ My graphs and images are not pixelated (e.g. pictures are 300 dpi and 1000x1000 or larger; images and graphs 5"x7" or larger).
- ☐ My graphics and images are not distorted (stretched disproportionately wide or tall-out of proportion).
- ☐ My graphs are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).
- ☐ I created my graph within PowerPoint slide; I did not import a picture of a graph or graph from another program).
- ☐ My graphics have captions explaining what they are and/or their purpose.
- ☐ I arranged information on my poster in columns with information flowing left to right and top to bottom.
- ☐ I arranged information on my poster in a logical, sequential, and discernable order.
- ☐ I used "white space" (i.e. empty space) to create margins between columns and sections; I did not create colored boxes and borders around columns and sections.
- ☐ My complete poster is aesthetically appealing (colors and layout are attractive).

Conveying information efficiently

- ☐ My poster is focused on a small number of main ideas.
- ☐ The language I use on my poster is accessible to my anticipated audience.
- ☐ I used headings to direct my audience to main points.
- ☐ I used capital and lower-case letters appropriately (not all caps or all lower-case).

To submit your poster to Office of Undergraduate Research please upload online. The link can be found on OUR ERNIE page under forms "[Request for Poster Printer](#)". Please save file as YOURNAME.ppt or YourName.pdf.

*Adopted from Hawkins, L., & Leone, C. (2016 October). *The good, the bad, the ugly: Teaching undergraduates best practices in conference presentations*. Presented at 9th annual Florida Statewide Symposium on Engagement in Undergraduate Research.