Final Report Format
Poster Presentation Guidelines

"One picture is worth a thousand words."

In PowerPoint

1. Create a blank slide
2. Click the "design" tab on the upper tool bar
3. Click the "Page Setup" icon in the upper left corner under the tool bar
4. Enter the numbers for the final dimensions of the poster. The numbers you enter will be the actual size of the poster when it is printed out. For example, if you enter 36 inches as the width, and 48 inches for the height, the poster will print out as 3 feet by 4 feet. Click ok.
5. Then add your pictures and text to the slide. Remember that this one slide will be the entire 3 ft. by 4 ft. poster. This means that when you are adding text and pictures to the slide you will be viewing the slide at 20 or 30 percent.
6. When you have the poster the way you like it, save it as a PowerPoint file. Then "save as" as a PDF with the same title as your PowerPoint file. The PDF will be the file used to print off the poster.

Paper Poster Presentation

When preparing your material, remember that your colleagues should be able to read your poster standing up to one yard away.

Title: Your title should capture the major point of your project. The title should be bold, in a very large font centered at the top of your poster.

Body of the poster: Short explanatory text, with pictures or other graphics illustrating the project.

Practical Tips for Poster Construction

- Draw a rough sketch of the poster first. Try and visualize the most effective positioning of the key poster elements before you start to mount them.

- Keep the text short, make illustrations relevant. Cluttered posters are difficult to read and are often disregarded.

- Space information proportionally to the poster. Divide the space on the poster either horizontally or vertically into three or four sections, and place conceptually grouped materials within each of these sections.

- Neutral or grayish colors for the background are generally easier on the eyes then a bright color. Dark backgrounds will make dark photos seem brighter and vice versa. Color photographs look best when mounted on a grayish backing.

- Use of upper and lower case is usually easier to read than all capitals.

Presentation

Send the poster to us and we will display it at our conferences and other OGA activities, and you can put a poster presentation on your resume!