

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.

Poster Presentation Tips

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. Be sure to include somewhere on the poster the name of your school and the date of your family Geography Night. For example: "Hall Elementary Family Geography Night, 10/20/2020"

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