

Poster Presentation Guide

Celebration of Teaching & Learning Symposium

General Tips:

- Focus your message – what do you want your audience to know and remember about your innovative project?
- Avoid specialized language, define your key concepts
- Avoid repetition and too many details

Poster Design Tips

Apply the "[Presentation Zen](#)" principles to your poster design.

- Arrange materials/information in a logical order (using columns, headings, boxes to guide your viewer – reading from top-to-bottom, left-to-right)
- Leave blank spaces

Text	Visuals
<i>Title, subheadings, explanatory text</i>	<i>Charts, tables, figures, photographs</i>
<ul style="list-style-type: none"> • Text should be visible from a distance (minimum font size: 22 points) • Title should be large • Select a font style and color scheme and remain consistent throughout the poster • Avoid large blocks of text 	<ul style="list-style-type: none"> • Graphics should be visible from a distance • Use visuals to convey information • Provide descriptive titles, labels • Include captions for photos (as content may not be obvious) • If using photos from other sources, include citation/credit.


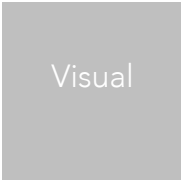
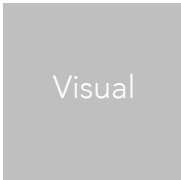
Simple Digital Tools to Create a Poster

Microsoft PowerPoint	Keynote
<i>Reset the dimensions of a single slide</i>	<i>Reset the dimensions of a single slide</i>
<ul style="list-style-type: none"> • "Design" tab, click on "Slide Size" • Slide sized: Custom For "Landscape" orientation: Width: 48 x Height: 36 in For "Portrait" orientation: Width: 36 x Height: 48 in 	<ul style="list-style-type: none"> • Document "Slide Size" • Custom slide size Landscape orientation: Width: 3456 x Height: 2592 pixels Portrait orientation: Width: 2592 pixels x Height: 3456
Save as or Export as a PDF	Export to PDF

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Sample Poster Layout

Title		 COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK
Name(s) and Affiliations		
Introduction / Background	Visuals (photos, charts, etc.)	 Visual
Materials and Methods		Findings / Interpretation
Results 		Conclusion
Literature cited		Acknowledgements