Poster Presentation Checklist

- **First Things First:** Meet with your faculty mentor/advisor and go over your Research Project and this checklist.

- Decide: Poster Type (Flat or Tri-Fold?)

- Decide: Poster Size if making a flat poster (24” x 36”, 36” x 48” or 42” x 48”)

- Discuss: What tactile/kinesthetic components (handout, artifacts, etc.) will accompany your poster?

- Discuss: How will your poster be multi-dimensional?

- Discuss: What multimedia components (including images and graphics) will your poster presentation include?

- Decide: Will the poster have a border?

- Decide: Will the text blocks have borders?

- Decide: Will the poster have a background image or color?

- Discuss: How will you use color throughout the poster?
  - *Note: Saturated color can be used in small sections, but avoid using it as a background or in large sections*

- Decide: Does the poster need a separate methodology section?

- Discuss: What evidence, results, case studies, etc. from your Research Project will you include in the poster?

- Discuss: What will you wear to the poster session?

- Decide: Computer Program (PowerPoint, Photoshop, etc.)

- Set up the poster file(s) to be the correct size or use a template available on the Celebration website, poster tips and sizes.

- Write: Title Block (Name, Title, Date, etc.)

- Write: Abstract

- Insert: Images and Graphics

- Insert: Evidence, Results, Case Studies, etc. from Research Project

- Write: Conclusion(s)

- Write: References

- View the poster either by projecting it on a large screen in a classroom or print it scaled down to 8-1/2” x 11” (In PowerPoints Print menu, click Full Page Slides, and then check Scale to Fit Paper).

- Get peer/faculty feedback (on multiple occasions) on your poster presentation before the poster session.