

Universities of Wisconsin Sustainability Summit

Poster Presentation Guidelines

Posters have become an increasingly popular method for presentation at conferences, as they promote greater interaction between researchers and conference participants. This poster session will take place at the Food + Farm Facility on September 19, 4:30 - 6:00 pm.

Specifications for Poster Presentations

- Posters should be no larger than 36 X 48 inches.
- Include the abstract title, author and co-author names, and the institution(s) where the research is being conducted on the poster.
- Place your contact information (email address, phone, and fax numbers) in the upper right-hand corner of the poster board.
- Consider providing multiple copies of an abstract reproduction on the poster's upper left side with headings like "Introduction/Background," "Methods," "Results," and "Conclusions," including your contact details for interested attendees.
- Check your acceptance letter or the final conference program for details on the poster session time, location, and set-up time.
- The designated poster presenter (author or coauthor) must be present at the assigned space during the scheduled time to discuss the presented work.

Tips for Poster Preparation

- Posters should spark discussions rather than deliver lengthy presentations. Thus, limit text, highlight graphics, and ensure every element on your poster is essential.
 - Use handouts to complement your poster.
 - Aim for 20% text, 40% graphics, and 40% blank space.
 - Ensure a logical flow of ideas from one section to the next.
 - Employ charts and graphs to visualize data (avoid large tables of raw data).
 - Utilize high-resolution photos (web images may not suffice).
 - Avoid using all capital letters.
- It is unacceptable to use typewritten, handwritten, or printed PowerPoint™ presentations as posters. Presentations in these formats will be disqualified.
- Maintain consistency.
 - Keep margins uniform.
 - Maintain consistent line spacing.
- Limit font choices to 2–3 options.
- Limit color choices to 2–3 options.
- Test readability.
 - The title banner should be readable from 20 feet away.
 - Body text should be legible from 6 feet away.