Instructions and Tips for Making Posters

The Basics

To design your poster, you will use PowerPoint. You can use the template I attached to my email or, using the PowerPoint "Design" tab and "Page Setup," set the size of the poster to 36 inches high and 46 inches wide. You can also visit the Allegheny print shop, which has the 36 inch x 46 inch poster template and detailed instructions on how to make the poster to get you started. Visit the Printshop site here.

You are welcome to change the colors of the poster from the colors that are shown on the print shop template. Use your artistic talents to make an attractive yet informative poster. See more instructions on poster formatting below.

When your poster is ready for printing, please email your PowerPoint to p2xprint@allegheny.edu, attention Denise McHale. Indicate which event the poster is for (e.g., Gateway Open House, Cook-Lahti Scholars Symposium, APS conference, etc.) and who should be charged (e.g., the URSCA office, the biology department, the IDEAS office, etc.).

NOTE: Please indicate in your communication with the Printshop that posters should not be laminated and should not be mounted to foam board.

Please give the Print Shop at least **one week** to print your poster so that you can pick it up in time for your event.

Of course, if you already have a poster describing your experience from a previous conference or presentation then there is no need to print a new poster unless you want to modify it.

Poster Formatting

On the top of the poster have a title and your name and co-author names and your institutional affiliation (Department of ....., Allegheny College). Make sure the font size of the title, names of authors, and institutional affiliations are large enough that you can read from many feet away. For example:

<div align="center">

The Effects of Observation on the Boiling Time of Water
First Student, Second Student, ….
Department of Fluid Mechanics, Allegheny College

</div>

This information will differ slightly depending upon the kind of experience you are describing. If you are describing an URSCA experience, you will normally mention your co-authors (e.g., other students) and your faculty mentor and whether the work was conducting at Allegheny College or off-site (name the location). If you are describing an internship, you should indicate with whom you worked and where. If you conducted a civic engagement project, make sure to indicate the community partner. If you are describing an international experience, indicate the institution and country.

You should also thank the sponsor for your experience somewhere on the poster (e.g., in an acknowledgement box). Students funded for summer research through the Provost's office will find the source of their funding in their summer research acceptance letter.

The body of the poster generally has the following headings (Introduction, Research Methods, Results, Conclusions, References, and Funding). These headings should, for the most part, apply to projects in

any discipline. For the Funding section be sure to indicate how your project was funded (Departmental funds, specific funds from the Dean, or other external funding source – Andrew W. Mellon Foundation, NIH, NSF, HHMI, Keck etc.).

One of the most important things to remember when making a poster is that "less is more." That is, keep it simple and try not to have too much text on the poster. Pictures or diagrams should be used to reduce the amount of text. Your audience will not be familiar with all the jargon of your field so try to make the poster understandable to someone outside of your particular field.

In addition to keeping the amount of text to a minimum, make sure the font size is large enough that the poster can be read from 5 or 6 feet away. Try to make the poster pleasing to the eye. That is, don't use too many colors or different font styles.

You can see examples of URSCA posters from across all divisions (humanities, natural sciences, social sciences) on the URSCA website here as well as more instructions and tips for creating them.

If you have any questions let me know – Prof Aimee Knupsky (aknupsky@allegheny.edu).