Tips for Developing and Presenting a Poster Discussion (Electronic Poster)

A Poster Discussion (Electronic poster or E-poster) is similar to traditional poster presentations, but presented on a large monitor.

Whether traditional or electronic, a well-constructed poster is self-explanatory, achieving both coverage and clarity. Your E-poster can consist of maximum of 5 slides or be just one slide. Use the tips below as guidelines for formatting and making the most of this presentation. Save your poster to a USB key (thumb) drive and bring it with you the day of your presentation. IF files can be submitted in advance, you will be notified with procedures.

Formatting Tips:
- ***Less is more.*** Be clear and concise with poster design and content. Overcrowding a poster makes it difficult to read
- Use fonts that are large enough to read at a distance
- Include the title and name(s) of the presenter(s) in larger, bolder font than the rest of the poster
- Provide clear labels or headings for each section of your presentation
- Remember contrast. Put light-coloured fonts on dark backgrounds and dark fonts on light-coloured backgrounds so that your viewer can see your text clearly
- ***Video and or sound are not permitted***.

For Single-slide Electronic Posters:
- Set the page setup or slide size to "On-screen show (16:9)" or 36.5"W x 20.5"H
- Use a minimum font size of 32 points
- Don't overcrowd the slide
  Single-slide presentation template, blank
  Single-slide presentation template with sample layout
  Single-slide presentation template with sample layout, including formatting tip text

For Multiple-slide Electronic Posters:
- Set the page setup or slide size to "On-screen show (16:9)" or 36.5"W x 20.5"H
- Use bullet points
- Use a minimum font size of 14 points if page setup is "On-screen show (16:9)". If slide size is set to 36.5"W x 20.5"H, use a minimum font size of 32 points
- Use the slideshow mode to automatically change the display during the day, then switch to the manual mode to move through the slides for your presentation
- You may have a maximum of 5 slides. The moderator will stop your presentation if you have more than 5 slides
- Put a footer on each slide such as "Slide 1 of 5" to let the viewer who walks by mid-cycle of your slideshow know where they are in the presentation and how long they'll wait until it begins again.

Content Tips
Coverage:
- In addition to title/author and abstract, most successful posters provide brief statements of introduction, method, subjects, procedure, results, and conclusions. Ask yourself:
- Have you provided all the obvious information?
- Will a casual observer walk away understanding your major findings after a quick perusal of your material?
- Will a more careful reader learn enough to ask informed questions?
- What would you need to know if you were viewing this material for the first time?

Clarity:
- People attending a poster discussion are free to move about from poster to poster and often must view a poster from a distance, making it difficult to read excessive text and small fonts. With this in mind we recommend you:
- Use large fonts and limit text to essential information. Place your major points in the poster and have the nonessential, but interesting, sidelights for informal discussion.
- Keep content simple and communicate clearly.
- Consider whether the sequence of information is evident. Indicate the ordering of your material with numbers, letters, or arrows when necessary.
- "A picture's worth a thousand words." Imaginative use of captioned illustrations, photographs, graphs, or other types of visually appealing material is an extremely effective mode of communication in a poster presentation.
- Make your final conclusions or summary a concise statement of your most important findings.