

Austin College Scholars Conference

Poster Presentation Guidelines and Instruction

For students participating in the Austin College Student Scholarship Conference selecting the poster format should follow these general guidelines. Students should, however, feel free to design and develop a poster consistent with the standards of their discipline. Posters submitted are not peer-reviewed or evaluated for merit. **The primary faculty sponsor is responsible for reviewing the content and approving the presentation describing the research.**

Deadline:

- All posters must be submitted electronically **before March 6, 2023** for printing in advance of the conference.
- Proofread, proofread, proofread, once these posters are printed, there is no changing them.

Poster Preparation: (See next page for an example) • Make sure your poster fits into the **4' wide by 3' high** displaying space available to you. (If you use the template, this is preset.) Be careful not to put text or images too close to the edge as they may get cut off during the printing process.

- Use large point, serif fonts (times, arial, and other typeface fonts). Nothing smaller than 24 point is recommended, so that it can be read easily from at least 3 feet. You may also need to thicken lines on figures to be seen from the same distance.
- Use a plain white background for the poster. Colored backgrounds will be removed or printed only after the student pays the additional color printing fees.
- Use **bold, bright, primary colors** to illustrate your images. Avoid unusual color choices as they may not render on the printer the same way as your computer screen. Pastels (i.e. Excel defaults) can also be hard to distinguish from each other when printed.
- Include your abstract on your poster.
- Please be certain to proofread your work carefully and consult your faculty sponsor early and often, before submitting your poster. Please verify that all special characters and symbols appear correctly before submitting the poster.
- Prepare your poster early, it will take longer than you think and you do not want to be rushing at the last minute. Expect this may easily take more than 5 hours of work time to prepare a high quality professional poster.
- It is best to build your poster in PowerPoint and we suggest when copying and pasting images, figures, or graphs from other programs into the file, select "paste options: picture" to keep file sizes reasonable and to avoid formatting problems.

Oral Presentation of a poster:

- Posters will remain on display for viewing during the conference, but students are asked to be with their poster during the assigned time periods for presentations.
- There are no established time limits for individual presentations and instead the presentation of a poster should be more conversational in nature.



Please visit <http://www.austincollege.edu/ACSC> for more information.