

Setting up a Poster Presentation:

[*Note: You may use programs other than PowerPoint. However, the size should still be about 42 inches, by 36 inches for printing purposes. If you do not need assistance with setting up a poster, please skip to # 6]

1. Open PowerPoint to a blank slide.
2. Under “Design”, select “Page Setup” and “Custom” under “Slides sized for:”
3. Select 42 inches for width, 34 or 36 inches for height, and Landscape for orientation. You can print larger posters, but they are more difficult to arrange on the poster boards that are available.

[*Note: Do these steps first so that you don’t have to go back and re-format your poster later.]

4. Select “Design” again and chose a background, font colors etc. These can be changed at any time, but remember that the more color you use, the more ink needed to print the poster.
5. Add any materials (title, subtitle, text, pictures, charts, captions, literature cited, bibliography, acknowledgments, symbols, etc.) by selecting “Insert” and “Text Box” and then filling them in. For the poster size selected above, the following ranges of font sizes are about average:

Title 80-100 pt. Bold

Subtitle 40-60 pt.

Text Titles 35-50 pt.

Figures Titles 20-24 pt.

Text 30-40

References 20-30 pt.

[*Note: Remember that you want to be able to read a poster from at least 10 feet away, so don’t make the font too small.]

6. Save the poster as a PDF file. Make sure that it is sized correctly because if you ask the Print shop to “scale to fit”, the poster may be distorted.

[*Note: Please proofread your poster several times (zoom in to make sure you haven’t missed something). Only one print charge per poster can be charged to the symposium account. If the poster needs to be printed again, the department or individual will have to pay the printing cost.]

7. Save the file on a flash drive and title the poster with the name you want to print. Posters should be sent to the print shop at least one week before the symposium. If you have any questions about the printing, please call Kevin Greig at X-4164.

Oral Presentations (Must use a PC (will be provided) or Bring your own MAC with adapter cables):

1. The presentation should last approximately 15 minutes. This could include a 10 minute presentation followed by a 5 minute question period or it could be a 15 minute presentation with no question period.
2. The presentation must be saved on a flash drive and this should be given to the presentation director at least 30 minutes before the first presentation begins (regardless of when your presentation is scheduled to start). Do not save your presentation on a computer alone, even if you are bringing your own computer. If you are providing a computer, also give this to the presentation director 30 minutes before the first presentation begins.
3. It is not a requirement to use PowerPoint for presentations, but if you choose another program, make sure that the program is available on the computers that will be used. If you have any questions, please check with Dr. Karen Keller (kkeller@frostburg.edu).