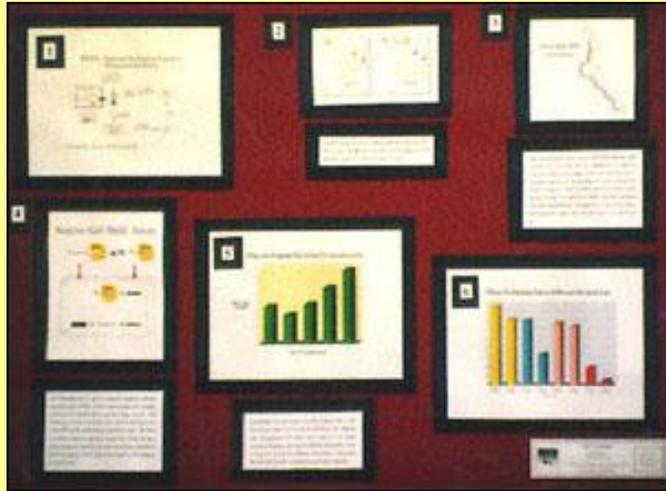


A Quick Poster Checklist

- ❖ What is the theme of my poster? Does every item included on my poster support that theme?
- Does my poster have a conclusion? Does it flow logically and naturally from my introduction? Are there any missing steps?
- Does the title of my poster accurately reflect my work? Is it easy to read from five feet away?
- Are my sentences properly punctuated and all of the words spelled correctly? Names too?
- Is my arrangement of graphics and text simple and uncrowded? Look at each element. Does any item duplicate other material? If so, take it out. Simplify, simplify, simplify.
- Is my information arranged in columns? If not, are my sections numbered so that the viewers won't be confused? Stand back. Does my eye flow naturally from one point to the next? If not, why?
- Are my photographs in focus and tightly cropped? Image files should be 200 dpi, in TIFF or GIF format.
- Are my lines straight and my margins even? Is anything smudged or dirty? Replace it. Neatness counts.
- Can I read the introduction and the other paragraphs from at least three feet away? None of the fonts should be smaller than 24 point.
- Have I printed a preview copy of my poster and checked my work one last time for errors?
- Am I prepared for accidents? Handy tools are scotch tape (or a glue stick), correction fluid and a marking pen for making last minute, day-of-display corrections.
- Finally, what can I do differently next time? Take notes on the feedback you receive (e.g. things that were difficult to explain and need more clarifying, other experiments that need to be done, etc). Each presentation builds on the one before it!



Too many graphics without explanation can create the same confusion as too many text blocks without graphics.



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