

SCU NOEL BROOKS MEMORIAL CONFERENCE

HOW TO DO A POSTER SESSION: *TIPS FOR FACULTY & STUDENTS*



Helpful links:

- <http://www.personal.psu.edu/drs18/postershow/>
- http://cte.umdj.edu/career_development/career_posters.cfm
- http://cte.umdj.edu/career_development/career_posters.cfm
- <http://isanet.ccit.arizona.edu/portland/posterguide.html>

Construction Tips:

- 18x24 size poster (white) – NO NOT USE large tri-fold displays
- Plan content of poster – do not tape or glue handouts to poster!
- Use fonts between 16 pt and 28 pt
- Think of concepts rather than blocks of data
- Think of the poster in thirds and arrange information, illus. to maximize this space
- Content/concept is visible from 5 feet away
- Graphics relate clearly to the topic or concept

Handout Tips:

- Clearly identify source
- Clearly identify topic
- Clearly identify contact information (email, etc.)
- Include sources and further reading/information sources
- Have sign up for email copies of handout in case you run out of copies.

Poster Session Rubric:

CATEGORY	4	3	2	1
Coverage of Topic	Details on poster capture important information and increases audience's understanding	Contained details but audience needed more to clearly understand	Details relate but are too general or vague. Audience needed more information to understand	Details on poster have little to nothing to do with main topic
Use of graphics	All are clearly related and clarify meaning	All graphics are related to topic and make it easier to understand	All graphics relate to topic	Graphics do not relate
Organization	Very organized with clear titles and/or subheadings	Information organized into titles and subheadings.	Organized but no titles or subheadings and organization poor	Information appears disorganized
Layout & Design	All information in focus and visible and understood from 6 ft.	Most of the info is in focus, clear, and easily readable from 5 ft.	Most info is in focus, easily viewed and identified from 4 ft.	Much of the information on the poster is unclear or too small to easily read
Sources	All sources (info & graphics) are accurately documented.	All sources are accurately documented (info and graphics) with just a few errors in format.	All sources are accurately documented (info & graphics), but some info incomplete or not in desired format.	Some to no sources and are not accurately documented
Mechanics	No grammar, spelling, punctuation errors	Almost no grammatical, spelling, punctuation errors	A few grammatical, spelling, or punctuation errors.	Many errors in spelling, grammar, etc.
Presentation	Appropriate length, not too hurried; clear comments; eye contact	Time appropriate but seemed hurried or too slow. Presenter spoke clearly and established eye contact with audience	Time was appropriate but seemed very hurried, too slow; presenter spoke clearly sometimes and established little to some eye contact	Too long or too short; Lacked proper skills; No eye contact; Did not speak clearly