**BIOSYMPOSIUM POSTER GUIDELINES**

Printed Posters

* Make your poster in powerpoint.
* Using Page setup, make your poster 42” wide. The height may be anything up to 60”.
* Use dark type on a light background. Please DO NOT use a solid color or a picture over the whole background. It is too much for the printer.
* Your title should be 80-85pt
* Subheadings should be 36pt, main text should be 24pt and captions should be 18pt
* View at 33% to tell if your images are going to be large enough for your audience to see.
* Don’t put too much text on your poster
* Save your poster as a PDF for easier printing
* Prepare a 3-5 minute verbal explanation of your poster
* Try to get it printed EARLY!!

Digital posters

* Make your poster in powerpoint
* Using Page setup, format the slide to 16” wide and 9” high.
* Your title should be 40-44pt
* Subheadings should be 28pt, main text should be 22pt and captions should be 18pt
* Place videos, animations etc on your poster and set them to start automatically and to loop continuously. It would be helpful to give it a title sequence, so that the audience knows where the start of the loop is.
* Don’t put too much text on your poster
* Prepare a 3-5 minute verbal explanation of your poster
* Save your poster to a USB drive for installation on the SMART boards.