Checklist

☐ Verify the maximum size poster allowed at the conference

☐ Create a custom-sized PowerPoint slide to fit within the space provided
   Under the Design Tab, click on Page Setup and enter the width and height you want.

   Two things to remember: 1) our paper roll is 44”, so that is the maximum for one edge of your print and 2) 56” is the largest dimension you can have in PowerPoint. So, for any print larger than 56”, set both sides to half size (example: a 44”x72” poster would be set up at 22”x36”) We will scale it to the finished size when printing.

☐ Decide on the main point you want to make. This will be the focus of your poster
   Gather into a folder all the wording, data and images necessary to guide the viewer to your conclusion.

   Keep the text brief and provide a logical flow through the poster so it can be easily understood by the onlooker.

☐ Create a basic layout for your poster within the dimensions you have set up
   Decide if you want three or four columns, where you want the figures to appear, the format for the title and the names of the researchers, what the subheadings will look like and which fonts to use (limit to two on your poster). Be consistent with type, spacing, alignment and colors. Use high quality images and logos and view at the finished size to see how it will look when printed.

☐ If your department is paying, we need the Fund number to charge and we take Billiken Bucks if you are personally covering the cost
   Charges are based on $.80 an inch deep into the roll of paper. For example, a 44”x60” will be $48.00 (60”x$.80=$48.00). An expandable tube for carrying your poster runs $3.00 more.

☐ Get your poster to us a day or two before you need it
   There could be several other jobs waiting to be printed and if there are any problems with your poster, there will be time to correct them.