

BIOLOGY 516: Project in Biotechnology and Genomics

Instructions for preparing a poster

Posters are intended to present research project results in a streamlined fashion. They should inform your audience about what you have done, what you have found and provide a basis for discussion with those who are interested in your research work. Use a minimal amount of text supplemented with figures and flowcharts. Avoid long, narrative statements.

Poster contents:

(Where and how you place each information is up to you.)

- Title (Top of the page)
- Name and contact information of the author (Just below title)
- Background information & purpose of the study
- Results: Each figure or table should have a brief description of experiment and description of the result. Figures and tables should have appropriate labels so that viewer can understand without reading text. Provide definition of abbreviations and symbols.
- Concluding statement(s)
- References (Near bottom right corner)
- Acknowledgements (Near bottom right corner)

Poster format:

- Suggested dimension: 44 inch wide x 36 inch long. **IMPORTANT:** The poster should fit within a space 45 inch wide x 42 inch long.
- The poster can be made as one large single printout or a collection of small printouts pasted on cardboard, depending on your preference.
- Use large fonts so that the audience can read the text from 4 feet away.
Minimum font sizes are:
 - Title: 84 pt.
 - Authors and affiliations: 42 pt.
 - Section headings: 36 pt.
 - Main text: 30 pt.
 - Figure legend: 24 pt

Useful resources:

- Design of Scientific Posters <http://craftofscientificposters.weebly.com/> . This one is prepared for engineering students at Penn State U. You can view nice example posters. I downloaded sample poster layout from the same site and attached it on the next page.
- Useful tips for designing posters (UC Berkeley):
<http://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf>
- Try to look for other useful sites by searching ‘scientific poster’ in search engines.

Poster printing tips:

- **Plan ahead.** Your poster should be ready by May 3rd (Wed) for your presentation on May 4th (Thu). Check with the printing store NOW and ask for processing time, preferred file format and any other specification. The average turn-around time is 24 hours. But this depends how busy they are.
- There were some file compatibility issues in the previous years (i.e. some figures and figure legend did not printout). If possible, convert the PowerPoint file into a PDF file using the 'save as' command ('Export' in Adobe InDesign). Bring several different file formats just in case.
- Here is a list of poster printing stores:
 - **Concordia Print Store (SGW campus):** LB-115 514.848.2424, ext. 3483 Call in advance for consultation.
 - **Copies Concordia:** 1520 Boul de Maisonneuve O.
<http://www.copiesconcordia.com/> Call in advance for consultation: 514.931.3063.
 - **Bureau En Gros (Staples):** Check their web site and call ahead for consultation.
<http://www.staples.ca/>

IMPORTANT: Please ask for the receipt to get partial reimbursement from the department. Visa transaction record is not sufficient.

Price changes year to year. But last year, Concordia Print Store was slightly cheaper than Copies Concordia. Please get price estimates from multiple stores.

- **Figures.** Avoid using copy and paste commands to insert figures. This can cause compatibility issues. Use the 'Insert' command in PowerPoint to import figures. (If you are using Adobe InDesign, then use the 'Place' command.)
- You can shrink or crop the figure after import. However, DO NOT enlarge the image. You will compromise print resolution. If imported figure are too small, then you have a problem with the original figure (image size & resolution). Figures may look okay on screen, but they will look horrible when printout comes out.
- **Backup plan.** If your poster printout turns out to be miserable, print out your poster in regular paper. 44 x 36 presentation should fit in 16 sheets of 8.5 x 11 paper.