

Celebrating Collaborations

Poster Session Planning Checklist

Prepare Your Poster

- ✓ Plan ahead! Gather/prepare text, photos, graphs, maps and any other content to be included on your poster in advance. Check the online poster presentation tutorial for resources to help. You can find it here: <http://www.science.smith.edu/posters/>
- ✓ Be sure your poster includes a title, the author(s) name(s), and the author(s) affiliation(s) (e.g., department, institution)
- ✓ Once you have obtained your content, keep it together in a single folder on your computer.
- ✓ Sketch a rough layout of where the content will go before you begin assembling the poster. Have a plan for how your content will be displayed.
- ✓ Keep text to a minimum and use a large font size. A person should be able to read most of your text easily from 1 to 1.5 meters (3-5 feet) away. Ideally, use at least 22pt type.
- ✓ **Posters must be 3 feet tall by 4 feet wide.** One exception: Students who are presenting posters at professional conferences may use the conference poster for Collaborations even if it follows different size guidelines. **If you are using a conference poster that is more than 4 feet wide, please email knoble@smith.edu as soon as possible.**
- ✓ If possible, print a smaller version test copy of your poster to be sure the layout is correct before sending it to the printing liaison. (Funding covers only one poster print per student presentation.)
- ✓ Proofread your poster carefully (A spell check is a good idea, but actually read the text for missing words or other errors spell checkers would miss).
- ✓ Save the final version of your poster as a high-quality print PDF
- ✓ Find out who prints your poster. A list of department liaisons for science posters is available online at http://www.smith.edu/events/collaborations_scienceposter_liaisons.php
- ✓ Submit your poster with a completed poster request form (http://www.science.smith.edu/posters/wpcontent/uploads/sites/10/2015/04/Printing_Request_Form.pdf) to your department liaison **NO LATER THAN Friday, April 8**. On the form, indicate that the poster should be charged to Collaborations.
- ✓ Prepare and practice a 45-60 second explanation of your work that most visitors will understand even if they do not have specialized knowledge of your topic.

Present!

- ✓ Arrive at the Campus Center 30 minutes before the scheduled start of your poster session. The morning poster session begins at 8:30 a.m. and the afternoon poster session begins at 1:30 p.m.
- ✓ Go to the Poster Session Welcome Desk on the main level of the Campus Center to find out where to hang your poster. The Welcome Desk is located just inside the door near the stairs on the campus side of the building.
- ✓ The Collaborations staff will tell you the poster number you have been assigned and they will direct you to the location for your poster. They can also help you hang your poster and can provide tape, push pins and other items to hang it. They'll even give you a name tag.
- ✓ Find the laminated number for your poster and hang your poster near it at eye level.
- ✓ Stand by your poster and discuss your work with visitors as they walk by throughout the poster session.
- ✓ Since the Campus Center space will be used for events later in the day, please take down your poster immediately after your poster session is over