***FSU CRE Research Poster Checklist***

***If your poster doesn’t meet these guidelines, you will be asked to redo it until it does***

**Poster creation:**

* Create your poster using a Power Point slide.
* Make sure poster is the correct dimensions.
	+ Go to “Themes” on the tool bar.
	+ Select “Slide Size.”
	+ Select “Page Setup...”
	+ **Make your slide 48” wide and 36” tall.** (It’s fine if you get a pop-up saying this size is too big to print).
	+ *\*If your poster is not the correct dimensions, it will be either stretched or grainy when it is printed! \**

**Font/formatting:**

* My poster has a light background (white, pastel, etc.).
* My poster has dark font (black, navy blue, dark brown, burgundy, etc.).
* The font on my poster is a **serif font** (e.g., adorned like Times New Roman, Baskerville, Bookman, Garamond, Georgia), not a san serif font (e.g., unadorned like Arial, Calibri, Courier, Franklin Gothic, Lucida).
* With perhaps the exception of my title, I have consistently used the same style of font throughout my poster.
* The title on my poster can be read from across a room (e.g., 120-pt. font).
* My name, my group members names and my research mentor’s names are at the top of my poster near the title) on my poster and can be easily read (e.g., 66 to 88-pt. font).
* All of the presenter’s names are underlined.
* I used no more than three colors for the headings and text on my poster and I have used colors in a consistent manner (e.g., headings are all the same color).
* I avoided using colors that cannot be distinguished by people who are color blind (i.e., red/orange and green combinations).
* **The smallest font on my poster is 24-pt.**
* Use textboxes to make the sections of your poster. Make sure:
	+ Text is readable from a few feet away - people will not stand 6 inches from your poster to read all the fine print!
	+ Text stands out from the background color.
	+ Zoom in to make sure that text doesn’t overflow the textboxes or accidentally hidden.

**Graphics/Images**

* I included an FSU and appropriate program/department (i.e. UROP, faculty mentor department, etc.) logos in a prominent location on my poster (i.e. the header, next to the title).
* My graphics and images are not pixilated (original image is large enough not to look as if it is made of large square dots) (e.g., pictures 300 dpi and 1000 x 1000 or larger; images and graphs 5" x 7" or larger).
* My graphics and images are not distorted (stretched disproportionately wide or tall - out of proportion).
* My graphs are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).
* My graphs have captions explaining what they are and/or their purpose.
* ***Use images and graphs:***The poster is an illustrative backdrop to your “elevator speech.” Include pictures and charts/graphs from your research experiences whenever possible - just make sure that they are high quality and not grainy.

**Conveying/arranging the information effectively:**

* The text is mostly in bullet form with minimal use of full sentences and paragraphs.
	+ *Less is more:* Your poster should not be a wall of text! Don’t make your sections too lengthy or the text too small.
* Approximately half of my poster is text and the other half is images, which may include graphs, tables, diagrams, illustrations, photographs, etc. (appeals to both visualizers and verbalizers that may be in the audience).
* I arranged information on my poster in columns with information flowing left to right and top to bottom.
* I arranged information on my poster in a logical, sequential, and discernable order.
* I used "white space" (i.e., empty space) to create margins between columns and sections; I did not create colored boxes and borders around columns and sections.
* My poster is focused on a small number of main ideas.
* The language I use on my poster is accessible to my anticipated audience (usually 7th grade level).
* I used headings to direct my audience to main points.
* I used capital and lower-case letters appropriately (not all caps or all lower-case).

***\*\*\*When you have finished creating the poster and are ready to submit it, save it as a PDF. Do not send it in a .pptx file, the text and images will shift around and the printer will not print it properly\*\*\****