

Poster Presentation Guidelines & Poster Printing Information



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- **NOTE: if you submit your CARS poster for printing but do not show up to present at CARS, you will need to repay the \$36 cost of the poster printing.**

Poster Requirements

- The default size for CARS posters is 3 x 4 ft (36 x 48 in). Please ensure your document is set to these dimensions!
- Posters cannot be mounted on foam board.
- Use of the Nazareth logo on your poster is optional.
- If the poster you are planning to present was already printed for some other purpose, you can use that as long as it is able to hang on the easels (i.e., around 3 x 4 ft in size; not mounted on foam board).

updated 1/29/26

Originally created by Kim McGann, modified by Grant Gutheil, Lindsey LaPlant, and Megan Tobin

Poster Creation Tips

Poster Setup and Sizing

- If you haven't done this before, we encourage you to start with one of [these PowerPoint templates](#).
- ! If you choose to use a different platform or you don't want to use one of the provided templates, be sure your slide size is set to a **width of 48 inches** and a **height of 36 inches**. These sites provide instructions for changing slide dimensions in [PowerPoint](#) and [Google Slides](#).
- [This site](#) has other software suggestions as well as some helpful design tips.

Design Considerations for Readable/Visually Accessible Posters

- You may find it helpful to first write and edit all of your content in Word or Google Docs, then copy and paste the final text into your poster, where you will only have to worry about adjusting the size and layout.
- Make sure there is a good contrast between your background and text colors (e.g., don't use dark text on a dark background).
- ! **Make sure none of your content goes all the way to the edge of the poster as it could get cut off in printing!**

Recommended Font Sizes

- **100-180 point** for the title of the poster
- **70-100 point** for other very important information (like your name!)
- **60-72 point** for main headings (e.g., Introduction; Results)
- **50-60 point** for the titles of graphs/charts
- **28-38 point** for main body text (roughly equivalent to 12 and 14 pt font on a regular 8.5 x 11 inch sheet of paper)
- **18-20 point** for citations

! **Don't go smaller than this! You should be designing your poster to be readable from at least 3 feet away.**

Using Images

- Be sure that any images you include are at least 330 dpi (dots per inch). [This site](#) has good information about incorporating images and logos.
- You can create tables/graphs directly in PowerPoint or Slides, or create them in another program and add them in as images. Just make sure your image quality is high enough to print well (see site linked above).
- **If you're not using one of the provided templates** and you want to add the Nazareth logo to your poster, you can request the logo at the top of [this page](#). Please also note the requirements for use on that same page.

Additional Considerations¹

- Avoid using all capitals for titles and headings.
- Use double or 1.5 spacing.
- Keep each section relatively short (i.e., no more than about 15 lines of text per section).
- Frame your text by putting a box around each section to help readers focus.
- Choose one simple font such as Arial, Georgia, Helvetica, or Times New Roman and stick with it. Avoid cursive or unusual fonts that might be hard for your audience to read.
- Avoid overuse of text effects like outline or shadow; to make something stand out, use a larger text size, different color, bold, or underline.
- Whenever possible, use graphs, charts, tables, lists, figures, or images (see above) instead of lengthy written paragraphs to get your point across.

¹ Adapted from Guidelines for ACS Speakers and Poster Presenters at <http://acscinf.org/docs/publications/posters.htm>

Preparing to Print your Poster

- The actual file you send for printing must be in PDF (recommended), PNG, or JPEG format.
 - In **PowerPoint**: select “File,” then ”Export,” ensure file format is set to “PDF” and click “Best for Printing,” then select the save destination and click “Export.”
 - In **Google Slides**: select “File,” then ”Download,” then “PDF document (.pdf).”
- ! After the PDF, PNG, or JPEG file is created, open it and check that the size is correct/the poster looks the way you intended. Do not skip this step as you are responsible for the cost of any poster reprints!!**
- One way to check document size is by opening any of these file types in Adobe Acrobat, then clicking “File,” then ”Document Properties,” and checking the page size under the “Description” tab in the box that appears.

Preparing to “Present” Your Poster

- ! Start by picking up your name tag at the info desk!**
- Hang your poster at your assigned easel number.
 - You will likely be visited by multiple people interested in hearing out about your project. People will often prefer to hear you talk about your project rather than just standing and reading your poster. This is one of the reasons having good visual aids on your poster is important--it gives you something to refer to as you answer questions!
 - To prepare for these conversations, practice answering these questions:
 1. What did you do?
 2. Why did you do it that way?
 3. What did you find?
 4. Why should anyone care? Why are your findings/experiences important?
 5. What might you change if you could do it again?
 6. What might you do in the future with this topic?

Printing a Poster for CARS—print between 3/30 and 4/10

1. Navigate to [Media Resources](#).

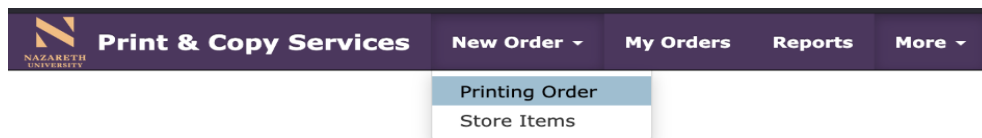
2. Click “Request copies/printing.”



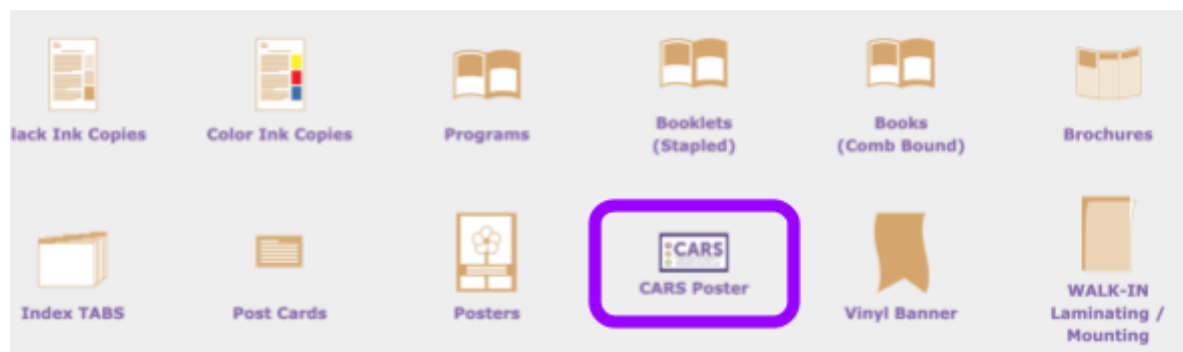
3. Log in (upper right corner) to continue creating your request.

- If you haven’t used this system before, you will be taken to the “Profile Creation” page. Fill in the required information to complete your profile.

4. Select “New Order,” (upper left), then “Printing Order” from the drop-down menu.



5. In “Step 1: Select Category,” select “CARS Poster.”



6. In “Step 2: Select Finished Size for CARS Poster,” select “36 x 48.”

7. In “Step 3: Print Order Information,” next to “Site” select “NEW USER Site” and add a “Job Name” (e.g., lastname CARS poster).

8. In “Step 5: Attach Files,” upload your CARS poster file, preferably as a PDF!! Designate the attachment type as “Original File” and click “Attach File.”

9. In “Step 6: Billing and Delivery,” make sure “New User Site” appears under “Billing.”

10. Click “Submit” in the panel on the right.