Preparing a Poster

- What is the purpose of summarising the project in a poster format?
- What size paper should the poster be?
- How big should the text be?
- What sort of information should be included?
- Where can I get the poster printed off?
- What will happen at the poster session?
- Does the poster count towards the degree grade?
- Will I be given guidance in preparing the poster?
- Can I use my poster again?
- Are there any examples I can look at?

What is the purpose of summarising the project in a poster format?

- Effective way of summarising your project
- Standard way of presenting results at academic conferences
- Similar to project abstract but contains more visual information
  - Graphs
  - Pictures
  - Simple tables
- Notes and bullet points
- Should state the take-home message clearly and succinctly

What size paper should the poster be?

- Create poster using PowerPoint (as a .ppt file).
- Start up PowerPoint
- Select File then Page Setup
- Decide if you want Portrait or Landscape format
- **Portrait**
  - Select the Custom setting under Slides sized for: and put in the width 83cm and height 115cm
  - Ensure the Portrait button is checked in the Orientation/Slides box
- **Landscape**
  - Select the Custom setting under Slides sized for: and put in the width 115cm and height 83cm
  - Ensure the Landscape button is checked in the Orientation/Slides box
What size paper should the poster be?

- Can create on sequence of A4 sheets in word
- Doesn’t look as good!

How big should the text be?

- Title / authors: 40-60 point
- Main text: 24-32 point
- Aim: to be read at distance of several feet

What sort of information should be included?

- Title
- First author (you) + supervisor
- Take home message (1 sentence)
- Introduction (hypothesis)
- Method
- Results (pref. as pictures)
- No need for full stats, just indicate significance where appropriate
- Summary
- Minimum references
- Contact information (email)

Where can I get the poster printed off?

- Printers
  - The Bartlett School of the Built Environment (at UCL) can print off posters cheaply (under £20) if you bring your own paper
  - Another cheap printers can be found at ‘Service Point’ on William Street - they use their own glossy paper
  - Having your poster in black and white (or greyscale) will reduce printing costs dramatically
  - Western Printers (103 Cleveland Street) will do colour A0 posters for £35

- Better to convert your poster to pdf for printing purposes
- There is a computer in the 4th floor computer room, Bedford Way, that has this facility.

What will happen at the poster session?

- Informal
- Lecturers and postgrads invited to view your work
- Stand by your poster and prepare to answer questions
- Prepare a brief verbal summary – to talk your audience through the study
- Chance to look at other students’ work
Does the poster count towards the degree grade?

- Yes
- 5% to final degree mark
- A mini (A4 or A3) version of the poster must be handed in as an Appendix of the project report and an A3/A4 version should also be submitted electronically in pdf format. Please ensure that the reduced size poster is clearly legible.

Will I be given guidance in preparing the poster?

- Here and now
- Information in Guidelines
- Feedback from supervisor

Can I use my poster again?

- Yes
- Encouraged to do so!
- Poster sessions are a common feature of most UK and international conferences
- a good way of letting people know about your research.

Are there any examples I can look at?

- [http://www.psyc.bbk.ac.uk/people/academic/thomas_m/msccogneuro/posters/](http://www.psyc.bbk.ac.uk/people/academic/thomas_m/msccogneuro/posters/)
- Right click on name and select save target as to save to your own machine