POSTER GUIDELINES

The poster preparation guidelines listed below are from the recent Forum on Aging and will serve in providing you with information necessary to develop your poster presentations. The date, times and contact person have been changed to accurately reflect information for the Clinical & Translational Research Forum.

The size of the poster board that will be provided for your use at the Forum will be 4 x 6 feet, i.e. 6 feet wide and 4 feet from top to bottom.

There are as many ways of developing a poster as there are posters. The overall objective is to show your data and information so that it can be comfortable and easily read from 4 feet away.

Suggested Format:
Title
Authors and Addresses
Abstract
Purpose
Methods
Data/Results
Conclusions
Acknowledgement & References

Things to Remember!

Plan the flow. Your poster should progress logically from an introductory abstract to your conclusions. Don’t make the reader guess WHY you did something. Generally posters should go from top to bottom, left to right. If you need to alter that, arrows are useful. Know where and how everything will fit before you start to mount your poster.

It must be legible. People reading your poster may be standing back 3-4 feet from the material. If you print everything in normal size type, they won’t be able to read it! And don’t do it by hand!

A picture is worth a thousand words. Keep the text to a minimum. No one will spend the time to read a poster that is only text. Use graphs or charts of data whenever possible. Diagrams of
techniques or experimental plans can be very helpful and are usually easier to understand than pure text. Photographs are useful for some projects. For results, use mostly tables, figures and diagrams with a short set of bullets under each table, figure or diagram summarizing the major findings. If you present multiple graphs or tables, number them. Handouts are also optional. Some provide bibliographies as handouts; some provide the entire poster in reduced size as a handout.

**Neatness counts.** A poster doesn’t have to be a piece of art, but it should be neat and easy to look at. A sloppy poster sends a subliminal message: “I don’t care about this, and I wasn’t very careful with the lab work, either.” Sometimes mounting the individual parts of your poster presentation on contrasting poster board is a very effective way to enhance your presentation.

**A poster tells a story.** What problem or question did you address? What approach did you take? Did you use any unusual techniques? What did you find out? What did each experiment you present tell you? Why was this project worth doing? What conclusions did you draw based on your research? If you could continue with the project, what would you do next? Remember that few of the people who read your poster will know as much about the topic as you do. Make it easy for them to understand. A good poster will stimulate questions and conversation; be prepared to answer their questions!

**Getting poster printed:**

Many have their posters printed as a large single sheet. Large poster format printing and title banners can be ordered on-line through Academic Resources through this link: [http://ar.utmb.edu/ar/BannersPostersSigns/tabid/616/Default.aspx](http://ar.utmb.edu/ar/BannersPostersSigns/tabid/616/Default.aspx)

If billing through your department or grant etc… you will need to provide the PS Class (XXXXX) or Project-Bud Ref (XXXXX-XX). **ALLOW FOR A 3-DAY TURN AROUND TIME AFTER YOU SUBMIT YOUR POSTER ON-LINE.**

**Presenting**

The posters will be placed on 4’ X 6’ boards which will be set up in the 1st Floor Hallway between Research Building 6 (RB6) and UTMB Health Clinics (UHC). These boards have a silver color metal frame with a dark blue material as the background. It is recommended that the poster boards be attached using pins. Bring pins if you can, but we will have pins available, if needed.

**Posters will be displayed in the RB6/UHC hallway, Monday, March 21.** A program specifying the location number for your poster will be given to you at the registration desk. Please remember to sign-in when you register.

**Individuals may set up their posters beginning at 12:00 p.m.** The scheduled time for general viewing of posters will be from 4:00pm-6:00pm. Poster judging for only first author postdoctoral and student poster presenters will begin at 2:00pm. Those eligible for awards are expected to be present during judging. Winners of fellow and student poster awards will be presented at approximately 5:45pm. Posters will need to be removed directly following the conclusion of the poster session and no later than 6:15pm. If you have any questions, please contact Amber Anthony, at (409) 772-9136 or alanthon@UTMB.EDU.

Thank you for your participation and we look forward to seeing you at the 4th Annual Clinical & Translational Research Forum.

ITS website: [http://its.utmb.edu](http://its.utmb.edu)