

Some Tips for Making Posters for the Fall Gateway Symposium and Open House

When you take your PowerPoint file to the Allegheny Print Shop to get printed make sure to tell them the poster is for the “Fall Gateway Symposium and Open House” and they will charge the appropriate account number. If you already have a poster of your summer research from a previous conference/presentation then there is no need to print a new poster.

When making a new poster, using the PowerPoint “Design” tab and “Page Setup”, set the size of the poster to 36 inches high and 48 inches wide. You can also visit the Allegheny print shop, which has a 36 inch x 48 inch poster template and detailed instructions on how to make the poster to get you started. [Visit the Printshop site here.](#)

You are welcome to change the colors of the poster from the colors that are shown on the print shop template. Use your artistic talents to make an attractive yet informative poster.

On the top of the poster have a title and your name and co-author names and your institutional affiliation (Department of, Allegheny College). Make sure the font size of the title, names of authors, and institutional affiliations are large enough that you can read from many feet away. For example:

The Effects of Observation on the Boiling Time of Water
First Student, Second Student,
Department of Fluid Mechanics, Allegheny College

This information will differ slightly depending upon the kind of experience you are describing. If you are describing an URSCA experience, you will normally mention your co-authors (e.g., other students) and your faculty mentor and whether the work was conducting at Allegheny College or off-site (name the location). If you are describing an internship, you should indicate with whom you worked and where. If you conducted a civic engagement project, make sure to indicate the community partner. If you are describing an international experience, indicate the institution and country.

The body of the poster generally has the following headings (Introduction, Research Methods, Results, Conclusions, References, and Funding/Sponsor). These headings should, for the most part, apply to projects in any discipline. For the Funding/Sponsor section be sure to indicate how your project was funded or sponsored (Departmental funds, specific funds from the Dean, or other external funding source – Andrew W. Mellon Foundation, NIH, NSF, HHMI, Keck etc.).

One of the most important things to remember when making a poster is that "less is more." That is, keep it simple and try not to have too much text on the poster. Pictures or diagrams should be used to reduce the amount of text. Your audience will not be familiar with all the jargon of your field so try to make the poster understandable to someone outside of your particular field.

In addition to keeping the amount of text to a minimum, make sure the font size is large enough that the poster can be read from 5 or 6 feet away. Try to make the poster pleasing to the eye. That is, don't use too many colors or different font styles.

If you have any questions let me know – Prof Lee Coates (lcoates@allegheny.edu). We also have students in the URSCA office who can help you with your poster. Contact Stella Goodworth (goodworths@allegheny.edu), the Student Coordinator of URSCA, for a list of the students available and their office hours.