PowerPoint Posters

D.E.S. has available PowerPoint templates for poster production. These templates can be found at:

http://peoria.medicine.uic.edu/education/md-curriculum/academic-affairs/des/graphic-design/resident-poster-templates/

Your final PPT poster file may be sent to Mary Jean Dzurisin (mjd@uic.edu) by email attachment. If you set up your poster using a Mac computer, please provide both the PPT file and a pdf of the file. These templates were designed to provide a time-efficient and cost-efficient way to proceed.

- **Please <u>allow 2 weeks</u> for printing. For less than 2 weeks, please call Mary Jean at 671-8448 to determine if printing is possible depending on workload**. Many of you attend the same conferences, and this time frame will ensure that everyone's poster gets printed on time.

Below are the guidelines for using the PowerPoint templates.

PowerPoint Poster Production
Guidelines

IT IS A REQUIREMENT OF BOTH GME AND DES THAT YOU ALLOW 2 WEEKS FOR PRINTING AND THAT YOU GET THE APPROVAL OF YOUR MENTOR FOR THE POSTER (CONTENT AND FINAL TEXT)

- Please choose one of the PowerPoint templates provided that best suits your situation. They have been designed to minimize ink coverage and therefore reduce cost. However, the text boxes and image boxes are intended as a guide and you can edit, copy, or delete them as needed. The logos can be moved and resized. Font sizes and alignment can be adjusted, and you can import images by going to the INSERT pull down menu, PICTURE, FROM FILE. You can then adjust the size and reposition it.

- **The templates are set up at half size (18"x36"), horizontal format, for a finished poster of 3'x6'. DES can also print larger posters, up to 42 inches tall. A proportional larger poster is 42"x85". The templates can be used for either size poster. A 3'x6' poster will be printed at 200%. A 42"x85" poster will be printed at 235%.**

- A word count of approximately 700 words with 3-5 figures is a good average.

- Use short statements with bullets, not long paragraphs.

- Organize your text in blocks of information: title, introduction/background/abstract, methods, results, conclusions, references. A good guide for each section is not more than 10 lines of text.

- When D.E.S. receives your PPT file, it should be FINAL and ready to print. Label your graphs and images correctly. Edit and proof for content, spelling, and grammar. Check your references.

- **If you are a student or resident and you need the content approved by your research advisor, we need the approval from your advisor when you submit your poster for printing**. An e-mail is sufficient.

- Set your title font size no smaller than 32 points (64 points when printed at 200%). Bigger is better. 32 – 72 points will work well.

- Set your author and institution text no smaller than 28 points (56 points when printed at 200%). Bigger is better. 28 – 42 points will work well.

- Set your subhead font size no smaller than 18 points (36 points when printed at 200%). Bigger is better. 18 – 36 points will work well.

- Body copy text should be no smaller than 12 points (24 points when printed at 200%). Bigger is better. 12 – 42 points will work well.

- Fonts that work well for titles and subheads: Arial Bold, Times New Roman Bold, Britannic Bold. You can select the caps and small caps option to give the title more impact.

- Fonts that work well for body copy are: Arial, other san-serif fonts.

- Do not import special font characters. Use only the characters available with the font you are using.

- Images should be high resolution. Digital cameras should be set at the highest resolution. 300 dpi is best. 72 dpi is usually not adequate. When the image is enlarged to appropriate size for a poster, the edges may look fuzzy or bitmapped from a 72 dpi image.

- We cannot guarantee the quality of images taken from the Internet. Typically Internet images are small and poor resolution.

- If using hard copy images, scan them at a minimum of 300 dpi, or D.E.S. can scan them for you and provide them electronically.

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