UW LEND Leadership Project <u>Poster Presentation Guidelines</u> **for UW LEND Leadership & Research Seminar**

POSTER PRESENTATION GUIDELINES

You will be presenting your LEND leadership project as a poster. The goals for your presentation are to:
- share your project and findings with the UW LEND community
- develop professional presentation skills and confidence

Poster Sections

- <u>Title:</u> title of project in 72pt, your name, your LEND discipline, your faculty mentor's name
- <u>Background:</u> background information such as the problem or issue and why you did this project
- <u>Objectives:</u> main goals/research questions of your project
- <u>Project:</u> describe what you did: your methodology and the results. Use visuals and graphs
- <u>Conclusion:</u> offer a "take-home message"
- <u>References:</u> cite references and resources as appropriate
- <u>Acknowledgements:</u> acknowledge individuals that were involved in or contributed to your project

Poster Layout

- Create your poster as one PowerPoint Slide
- Format the poster to a size of 32 X 40 inches
- Font: recommend Calibri or Arial, minimum of 24pt
- Headings: at least 36pt font
- Left-justify all text
- Columns: use columns to format content, either 2 or 3 panels

Helpful links:
[UW Professional Poster Template](#)
[UW Guide to Poster Design Basics](#)
[UW Powerpoint Poster Guide](#)

Poster Content

- Use charts and graphs to display project outcomes and data, as appropriate. Use titles that label the conclusion demonstrated by chart/graph.
- Limit the amount of words; use phrases, key words, and bullets instead of full sentences
- Use visuals to convey information instead of text. This allows you to 'show' rather than 'tell'. Consider using Powerpoint Smartart for graphic and visual aids.
- Use color and white space and borders to organize information and provide visual interest. Be careful not to overuse color and images; avoid a "busy" poster.
- Consider using a QR code for your audience to access an abstract, references, handouts, etc…

Finalize your Poster

- Share your poster with your mentor allowing time to revise based on feedback
- Prepare a 5-minute presentation/explanation of your poster with your mentor
- Practice presenting your poster with faculty mentor and fellow trainees
- Email final version of your poster to nan Ringera at charbert@uw.edu by the deadline

Present your Poster (in-person presentations)

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- Posters are displayed on the CHDD 4th floor. During the Poster Session trainees stand with their poster, offer oral explanation of poster and project, and engage in dialogue with faculty and trainees as they visit the poster.
- You may bring handouts that include the abstract, contact details and supplementary information as applicable.