

# Poster Title

Author/s Name  
Organisation/Service  
(Arial 96 point font)

## Aim

- This is 54 point font
- Use no smaller than 40 point font for your text so the poster can be read at 3 metres

## Results or Findings

- The subheadings are Arial 72 point font, bold & centred**
- Use Title Case for Subheadings**

## Conclusion

## Methodology and/or Methods

- Align text left rather than justify text
- Keep all text to a minimum.
- Leave space around your text and do not overcrowd your poster.
- Spell check and get someone to proof read

## References

## Acknowledgements

## **How to Make a Scientific Poster Using Microsoft Office Powerpoint**

Create a single 'Slide' for your poster

In 'Page Layout' menu select:

- Slide orientation as 'Portrait'
- Slide size as 'custom' or AO
- Height 1189mm (118.9cm)
- Width 841mm (84.1cm)

In 'View' menu select:

- Ruler
- Gridlines

This will help you layout the content evenly on the slide.

Use 'Insert' text boxes to place the poster text

Go to 'Format' menu to outline and/or shade your text boxes by selecting:

- Shape outline
- Shape fill

### **Layout**

**At the top of the slide enter:**

- Poster Title (200 point font)
- Author/s Name/s
- Organisation or service

**Typically research posters will have the following sections:**

- Aim of the study
- Methodology and/or Methods
- Results or Findings
- Conclusion
- References
- Acknowledgements

**Other considerations:**

- Use only 2-3 different fonts
- Use only 2-3 different colours
- Use photographs to bring the text to life
- Use only high resolution photographs
- Use a background image to set the mood rather than detract from the text
- Be creative. These are guidelines only; posters do not have to all look alike

*Keep your topic in focus  
See the 'Tips for Preparing Abstracts'*