



## IMPROVING UNIVERSITY TEACHING

### Resources for Presenters – Poster Sessions

Posters may be an attractive option for those with limited time, since they generally require less advance preparation than a paper or workshop. The following are some general tips to assist you in your poster presentation:

#### Preparation:

**A** If you are attending the conference in person, we ask that you prepare your poster in two formats: one for display there and the other in digital form for those attending remotely.

1. For the former, if you are printing a single large poster, be certain it will fit easily on a 4 foot by 4 foot or 1.2 meter by 1.2 meter board. If you have single pages that you will tack up for your presentation it is a good idea to mark off the appropriate area and lay out the poster to ensure it looks good **BEFORE** you arrive at the conference site. There will be limited opportunities to make changes once you arrive.
2. Use a font that can be easily read from 4–6 feet or 1–2 meters away. Letters in titles should be approximately 1 inch or 2.5 cm (approximately 72 pt.) and explanatory text should be approximately 1/4 to 3/8 of an inch or 6 – 9 mm. (approximately 18 - 24 pt.). This may seem over-large to you, but keep in mind the goal is to draw people to your poster, and not everyone has perfect vision.

**B.** For digital posters, please create a pdf of standard poster size (84 cm x 110 cm or 27" x 39") or, in terms of pixels, a minimum of 1200 pixels on the narrowest dimension. (Some computer programs have an automatic poster default option, so in that case feel free to use that.) Then save your poster file for us as a pdf or as a JPEG. Try to keep the version you send us under 3 MB in file size.

**C. Audio clip.** In addition, we would appreciate it if you could record a brief video or audio introductory comments (5 minutes maximum) to create an MP3 / MP4 file for us to include alongside your poster. You might explain how you got interested in this topic and why you think it would be of interest to others.

**D. Handout.** If you wish, you can also send us a handout in the form of a PDF that we will also include on the poster site. Handouts are helpful for individuals to reflect on what they have learned after the conference is over. You might include references or links to resources you used for information. If you are attending the conference in person, bring up to two dozen printed copies of your handout for distribution there.

**E. Chat Box.** This year each poster online will have a “chat box” located nearby so that participants can offer comments or ask questions. The chats will be asynchronous and accessed by all posters, so some comments may not pertain to you. Nevertheless, we ask that you please check the chat thread periodically during the conference so you can interact with people addressing their comments or questions specifically to you.

## **2. Poster Design**

A. Your primary audience will be college and university faculty and administrators from throughout the world. Some will have taught extensively, and some will be relatively new faculty members. So think how to pitch your message to a mixed audience.

B. As mentioned above, try to keep your design or pages simple and clean. Typically, it is best to use a light background with dark text. Try to avoid colors or designs that detract from the content. An uncluttered visual format is what you should be aiming for. When it comes to poster layouts, less is definitely more.

B. The strength of the poster format is visual. Make use of this strength to connect with your audience. That means you should try to minimize text. Do **NOT** make your text encyclopedic. **DO** use as few words as possible.

## **3. After the Conference**

A. It is often a good idea to send a brief email to anyone who expressed interest in your poster by participating in the chat. It is a kind gesture and may lead to a good professional relationship.

B. If you wish your poster to appear in the Conference Proceedings, which will be posted on our website, you will need to convert it into a paper. Please check the paper guidelines on our website as well as the deadline for submission, which is generally in August. Since posters sometimes require extra time to convert, we can be flexible about the deadline. Just let us know you need extra time.

**NB: If you have any questions regarding this format, please contact Jim Wilkinson at [iutconference@gmail.com](mailto:iutconference@gmail.com).**