



STUDENT SUCCESS CONFERENCE



TIPS ON CREATING A CONFERENCE POSTER

Poster presentations are a great opportunity to share your work, stimulate conversation, gain feedback, and build relationships with others on campus. Below are some helpful tips in creating an effective poster.

IN GENERAL:

- Bring the conclusion up front in the poster and present it as ‘bullets’.
- Use headings to help the reader follow the flow of the poster.
- Avoid long sentences, but try to make all your text messages in bullets.
- Avoid detailed tables, but try to illustrate your results in graphs and flow charts.
- Colors can be used to stress certain sections, but do not exaggerate.
- Proofread your poster a few times.
- Your poster should be readable from about five feet away.
- Word count should be between 300 to 800 words.

WHAT TO INCLUDE ON YOUR POSTER:

- Name of all authors and departments.
- A title: use the same title in the online submission form.
- The CU logo (not the athletic CU Ralphie logo).
You can [download the official logo here](#).

SUGGESTIONS FOR CREATING YOUR POSTER:

- Use a program that you have access to such as Microsoft PowerPoint, Adobe Illustrator, or Canva.
- Your dimensions should be 48” wide by 36” high (landscape orientation).
- Title font size should be between 72-120 pts.
- Author font size should be between 48-80 pts.
- Body font size should be between 24-48 pts.
- Header font size should be larger than the body font size.
- Posters can be printed through Ink Spot or Staples on regular paper; foam board is not needed.



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