Template for a 48”x36” poster

**ACKNOWLEDGEMENTS**

Check to make sure you’ve acknowledged partner and funding agencies, either with text or with their logos.

**AIM**

**How to use this template**

Highlight this text and replace it with new text from a Microsoft Word document or other text-editing program. The text size for body copy and headings and the typeface has been set for you. If you choose to change typefaces, use common ones such as Times, Arial, or Helvetica and keep the body text between 26 and 32 points.

The text boxes and photo boxes may be resized, eliminated, or added as necessary. The references to the department, college and university, including the logo, should remain.

Refer to the next page for logos commonly used on campus posters. You can drag and drop them to your personal PowerPoint scrapbook for use in subsequent posters; refer to PowerPoint help documents for more specific information regarding how to use the scrapbook.

You can replace the Block I Wordmark in the lower right with your unit lockup.

**CONCLUSIONS**

We have created this template with scientific researchers in mind and with the help of feedback we have received. We encourage any comments or suggestions so that we can continue to update and improve this template. To make a suggestion contact:

creativeservices@illinois.edu

**Presenter name, Associates and Collaborators**

# Department of XXXXXXXXXXXXXXXX, College of XXXXXXXXXXXXXXXXXX, University of Illinois at Urbana-Champaign

**PRINTING**

Illini Union Document Services can print posters on a variety of materials, including fabric and polypropylene. For pricing and other information, contact Document Services at 217-333-9350 or send an e-mail.

Plan ahead; allow three business days to complete the order. Other dimensions are available; the charge is by square foot.

**RESULTS**

**Images**

TIFFs are the preferred file format for images appearing in printed posters. Avoid the use of low-resolution jpgs, especially those downloaded from the Internet, as they will reproduce poorly.

In order to insert an image, use the menu toolbar at the top of your screen.

Select:

1. Insert
2. Picture
3. From file
4. Find and select the correct file on your computer 5 Press OK

Be aware of the image size you are importing.

*Captions set in a serif style font such as Times, 18 to 24 size, italic style.*

*Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat.*

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**METHOD**

**Text**

Be sure to spell check all text and have trusted colleagues proofread the poster. In general,

authors should:

* Use the active tense
* Simplify text by using bullet points
* Use colored graphs and charts
* Use bold to provide emphasis; avoid capitals and underlining
* Avoid long numerical tables

Authors should re-write their paper so that it is suitable for the brevity of the poster format. Respect your audience–as a general rule, less is more. Use a generous amount of white space to separate elements and avoid data overkill. Refer to Web sites or other sources to provide a more in-depth understanding of the research.

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**INTRODUCTION**

This editable template is in the most common poster size (48” x 36”) and orientation (horizontal); check with the conference organizers for specific conference requirements regarding exact poster dimensions.

**Writing Style:**

The writing style for scientific posters should match the guidelines for your particular research discipline. Use the campus Writing Style Guide for general guidance with academic titles, names of campus buildings, the correct way to refer to the campus, etc.

**Campus Guidelines**

Authors should be aware of and follow the guidelines of [the Institutional Review Board and the guidelines for campus copyright.](http://www.cio.illinois.edu/policies/copyright/ccs.pdf)