Checklist: Designing a Poster Presentation

- ☐ The **title** succinctly describes the subject and conclusion of the poster

- ☐ The **title** is written in a large font size so that it is clearly visible to anyone passing by

- ☐ The authors and affiliations are spelled correctly and written in a smaller font size relative to the title

- ☐ The **background/introduction** provides just enough information for another scientist to understand your poster

- ☐ A clear scientific **hypothesis/goal** is highlighted in its own section or by using bold/italic text at the end of the background/introduction

- ☐ A **methods** section is only included if necessary, and briefly describes a unique approach that audience members will be unfamiliar with

- ☐ Each **results** section has a clear title that states the conclusion of the experiment

- ☐ A brief **summary** highlights 2-4 main findings and perhaps a statement on whether your hypothesis was supported or your goal achieved

- ☐ If including **acknowledgements** or **references**, use a font size smaller than the other sections of your poster and place them at the very bottom of the poster without any bounding boxes

- ☐ The amount of text is reduced as much as possible to make your poster more approachable and clear

- ☐ The sections of your poster have an intuitive layout so audiences know the correct order of information

- ☐ Borders are used to segregate individual sections of the poster

- ☐ The fonts you choose are easy to read and large enough to be seen at a distance

- ☐ Your text, figures, and individual poster sections are surrounded by empty space so your poster doesn't seem too crowded

- ☐ The background colors of your poster (and your poster's color scheme in general) don't distract from your content

- ☐ All visual elements are properly aligned so that you poster appears symmetrical and harmonious

- ☐ All extraneous items are eliminated, including institutional logos, poster numbers, and decorative graphics

- ☐ Your poster is completely intelligible on its own without your presence

- ☐ Your poster is completely free of errors, typos, and grammatical mistakes