A STEP-BY-STEP TUTORIAL ON MAKING AND SUBMITTING YOUR POSTER

BY THE ICEGEE ORGANIZING COMMITTEE

POSTER SESSION

Congratulations on your excellent work contributing to ICEGEE!

As you are invited to participate in the online session of ICEGEE, you are required to submit a poster based on your accepted paper.

In this step-by-step tutorial, you will be instructed to make a professional poster, easily and comfortably with your computer.

It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.

*That said, you are welcome to use other professional software (e.g.: Adobe Illustrator, Photoshop, InDesign, etc) if you have access. Please make sure your poster is A1 size (width: 594mm x height: 841mm) and in portrait orientation.

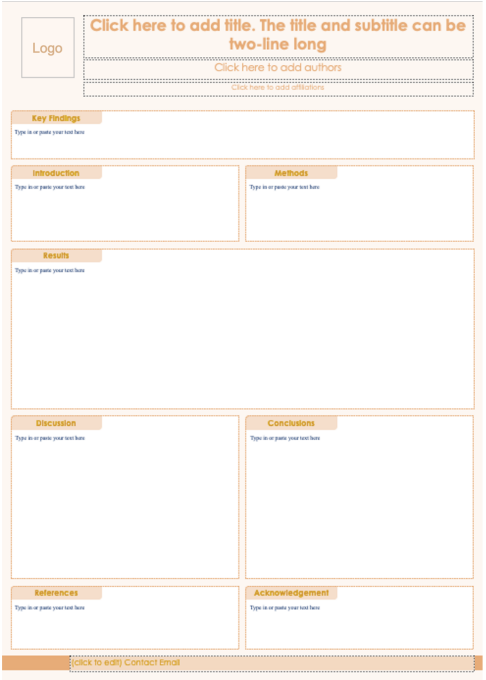
STEP 1

GETTING PREPARED

SOFTWARE

We recommend using **PowerPoint** to make a professional-looking poster about your presentation at ICEGEE.

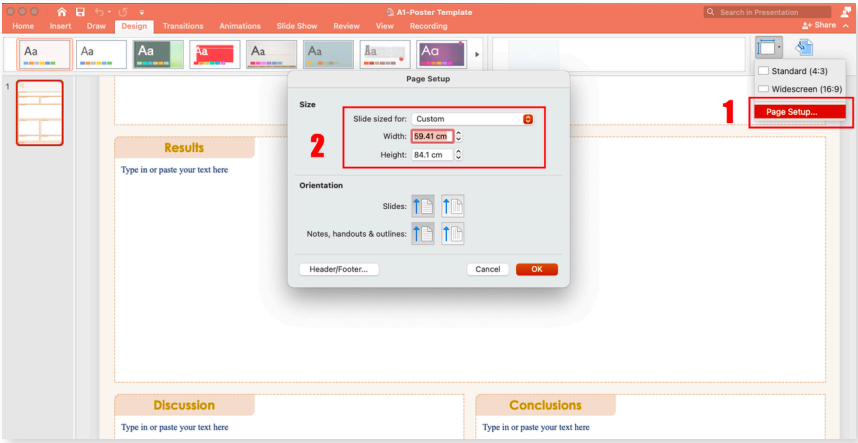
To maintain consistency in the online session, every presenter is encouraged to use the template slide dedicated to ICEGEE in their poster. You can access the template on the official website of ICEGEE or click here to download it.



SLIDE SETUP

Your poster will be created on a single slide (ONE). The page size must be your desired display size (A1).(It has been properly set in our template, so you don't need to make any changes when using it.)

You must complete this step before creating the poster. Designing the slide before designating the page size will lead to a low-quality display. To prevent cropping when displaying, be sure you have a 1-inch margin around the edges of the poster. To set the slide dimensions, follow the steps outlined on the Change the Size of Your Slides page (Microsoft Support).



STEP 2

CREATING YOUR POSTER

PLANNING

Your poster should read from top left to bottom right like you are reading a page. Remember that this is a poster to give a quick overview of your research and to encourage viewers to stop to talk with you. Plan on limited text and strong images on the poster rather than details and deeper information. Here are 3 tips for you:

Keep it simple. List all of the things that you want to say, and put them in the order of importance. Try selecting only the first three points as the focus for your poster.

Develop an information hierarchy. Starting with an outline, which is an information hierarchy, will help you simplify and plan.

Think visually. Take out a pencil and sketch a small poster to scale.

DEVELOPING A LAYOUT

In the Template, the layout is just for your reference. And all the sections mentioned (e.g.: Introduction, Methods, Conclusion, etc.) are recommended, but not mandatory. You can rearrange them according to your own content. The following tips are useful in a good layout:

- The most important things go first.
- Use a grid to keep items aligned and straight. But limit your use of boxes and lines.
- Use column format.
- Use a text hierarchy.
- If items go together, put them close to each other.
- Try to keep some of the poster areas empty of text and images.

TEXT

Sans-serif fonts work well for titles, subtitles, and headers. The most common font is Arial. Other fonts include Arial Black, Franklin Gothic Heavy, Tahoma, and Verdana, just to name a few.

Use common serif fonts for body text. Serif fonts are easiest to read and provide quick comprehension. Convention, what people are most accustomed to, suggests choosing one of the common serif fonts for body copy. For example, Palatino, Times New Roman, and Garamond.

For consistency, try to use no more than three fonts in your document. And you should make all the headers the same size, and use the same font size throughout the poster for all body text. For readability, do not use a font smaller than 18 points.

Suggested Font Sizes by Section

- Title: 44–66 pt.
- Subtitle: 40–60 pt.
- Section headers: 20–32 pt.
- Body text: 18–28 pt.

GRAPHICS

Any images that you can provide will be helpful to demonstrate your work. Try to place images so that they're balanced visually in the poster and they help to lead the viewer's eye through the material.

Images copied from the web are low resolution (72 dpi) and are not proper quality for a poster. It is better to limit image resolution to 150 dpi to ensure good displayability.

All pictures (e.g. tif or gif for transparency, jpg for non-transparent images) should be inserted directly into PowerPoint, not linked from another program. Usually, jpeg is the preferred image format if you do not need a transparent background.

If you have graphs or charts from Excel, simply copy and paste them into PowerPoint.

Do not enlarge images after they have been inserted into PowerPoint. Make sure an image retains proper proportions.

All photos on the poster should have short titles or captions. These will help viewers to quickly understand what they're looking at.

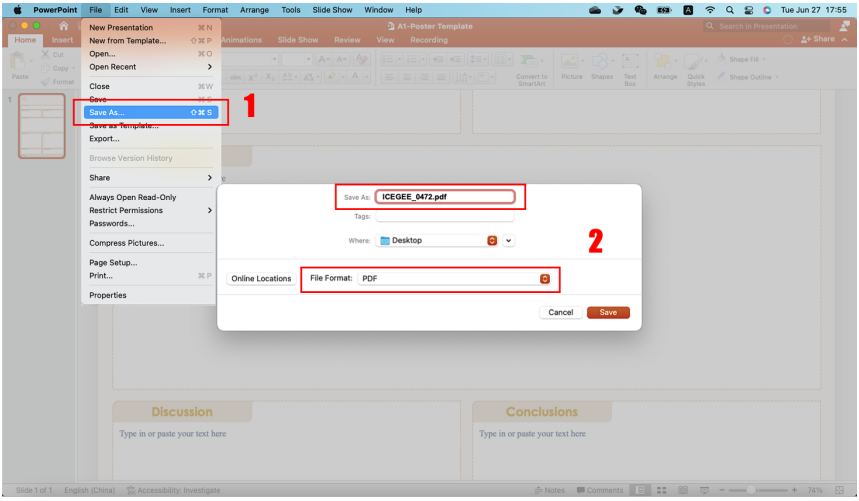
STEP 3

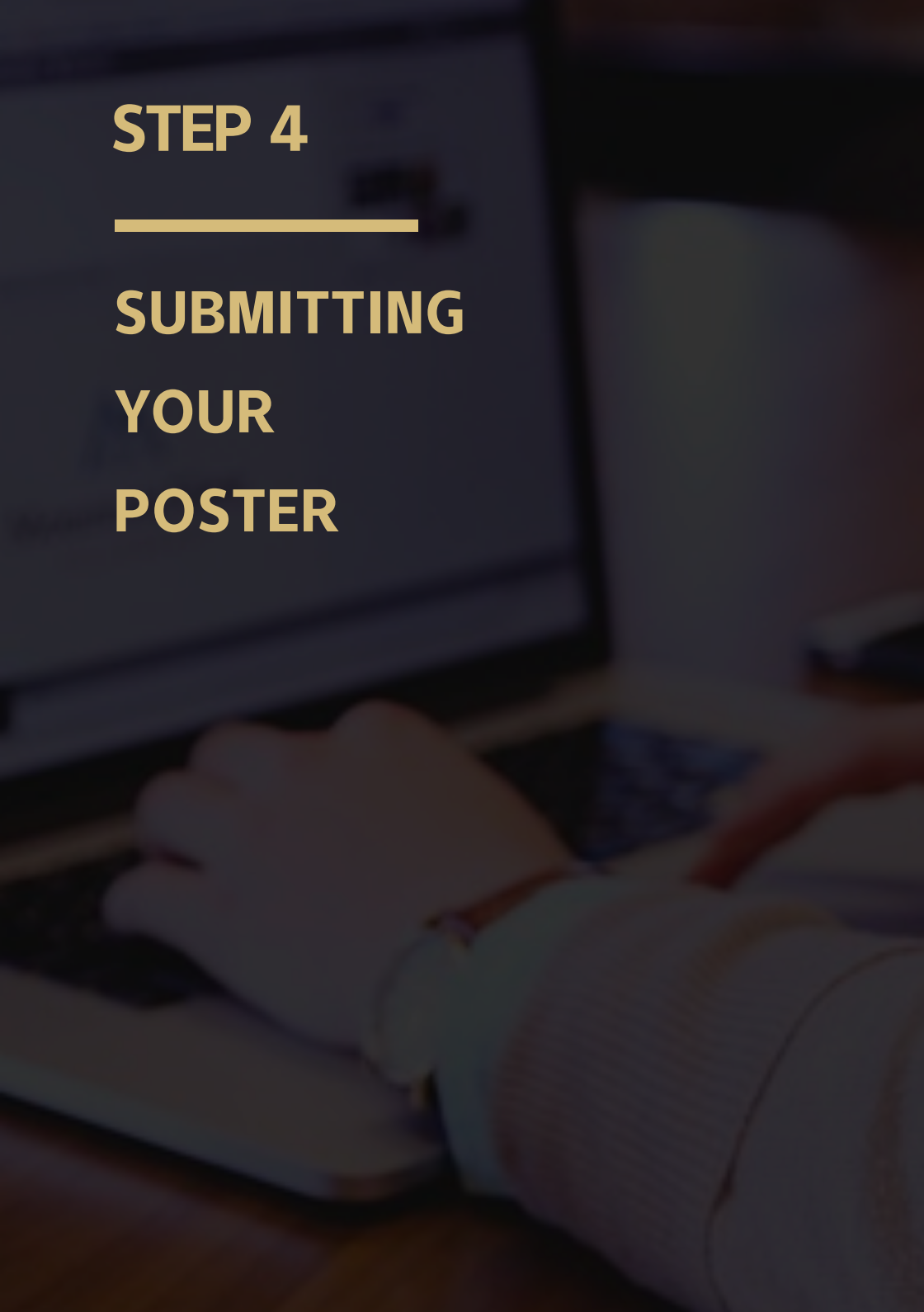
EXPORTING YOUR POSTER

EXPORTING

You need also to submit your poster in a PDF file format. Software options are various, and you can choose your preferred one to operate your poster. Here we are using Microsoft PowerPoint on MacOS as an example. Please check your poster carefully to make sure there is no error.

To export your final poster, open your slides file by Microsoft PowerPoint, point to File at the top left, then click Save a Copy. In the pop-up window, select PDF in the File Format section, then click the Export button. Rename the slide file to your paper number (ICEGEE_0472.pdf, for example).



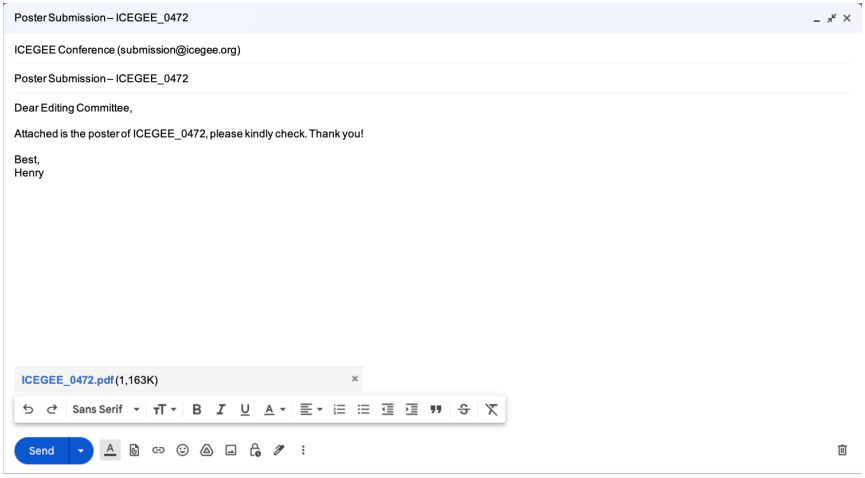


STEP 4

SUBMITTING YOUR POSTER

SUBMITTING

The final step is to send the PDF file attached by email to submission@icegee.org with your full name and paper ID, so that we can contact you if we have any further questions.



Checklist

THAT'S IT! USE THE CHECKLIST BELOW TO MAKE SURE ALL REQUIREMENTS ARE MET.

- THE POSTER IS A1 SIZE (594 × 841 MM) AND IN PORTRAIT ORIENTATION
- THE FORMAT OF THE POSTER IS .PDF
- ALL SECTIONS ARE INCLUDED WITH A CLEAR LAYOUT
- THE FONT SIZE OF TEXT IS SET PROPERLY WITHIN THE SUGGESTED RANGE
- THE PICTURES ARE OF HIGH QUALITY AND RESOLUTION IS ADEQUATE FOR YOUR PURPOSE
- ALL THE PICTURES AND TABLES SHOULD HAVE THEIR OWN CAPTION
- RENAME THE POSTER FILES TO YOUR PAPER ID BEFORE SUBMITTING
- SEND AN EMAIL TO SUBMISSION@ICEGEE.ORG WITH POSTER ATTACHED AFTER ALL THINGS ARE DONE

References

Designing Communications for a Poster Fair, The Pennsylvania State University