Part 1: Setup Poster with PowerPoint

Note: You may use any software you wish to design your poster

Quick Tips
Dimensions: Your poster *must* be **60.96 cm x 91.44 cm** (landscape) OR **91.44 cm x 60.96 cm** (portrait) **Posters due:** Before **Friday, February 26th** **Email poster PDF** to ugfair@yorku.ca **Filename:** *YourLastName*_POSTER_2021

PPT 365 Instructions for Windows Users	PPT 365 Instructions for Mac Users

Create poster size:
 	
1. Open PowerPoint
2. Click **Design tab** > Click **Slide size** > Click **Custom Slide Size**
3. On the left, set **Width & Height** to: 60.96 cm x 91.44 cm (24" x 36") > On the right, select either **Landscape** OR **Portrait** > Click **OK**
4. Click **Ensure Fit**
5. Click CTRL + S > Name file **YourLastName_POSTER_2021**
 	
Setup Ruler & Guides
1. Click **View tab** > Select **Ruler,** select **Gridlines &** select **Guides**
2. To add additional guides:
   a. Right-click on document > Hover over **Grid & Guides** > Click **Add Vertical Guide** OR **Add Horizontal Guide**
3. With additional guides, create 2.54 cm (1") border around the poster. Place vertical guides at 43.2 cm and horizontal guides at 28.0 cm. <mark>Do not place design elements such as text or images in this border. If you get your poster printed, this area is used by the printer to trim the poster.</mark>
	Create poster size:
	
	1. Open PowerPoint
	2. Click **File** > Click **Page Setup**
	3. Select **Custom** from 'Slide Sized for' drop-down list > Set **Width & Height** to: 60.96 cm x 91.44 cm (24" x 36") for **Portrait orientation** <mark>OR</mark> Set **Width & Height** to 91.44 cm x 60.96 cm (36" x 24") for **Landscape orientation**
	4. Select **Scale up**
	5. Click ⌘ +S > Name file: **YourLastName_POSTER_2021**
	
	Setup Ruler & Guides
	1. Click **View tab** > Select **Ruler &** Select **Guides**
	2. To add additional guides:
	   ○ Right-click on document > Hover over **Guides** > Click **Add Vertical Guide** OR **Add Horizontal Guide**
	3. With additional guides, create 2.54 cm (1") border around the poster. Place vertical guides at 43.2 cm and horizontal guides at 28.0 cm. <mark>Do not place design elements such as text or images in this border. If you get your poster printed, this area is used by the printer to trim the poster.</mark>

Part 2: Design Considerations

Quick Tips for Images, Fonts, Colours
Images: 1) **Check the quality of your images by zooming in** as much as possible to look for pixelation. Use higher quality images if you notice pixelation. 2) If you are scanning a picture to insert, scan at a minimum of 300 dpi. 3) Label all graphs, charts, and images. Indicate the source.

Fonts:
 	
1) **Font guidelines:**
    ○ Poster title: 70 pt + (bold)
    ○ Section headings: 40-50 pt (bold)
    ○ Body text: 24-34 pt
    ○ Supplemental information (i.e. contact info, image credits): 16-20 pt

Colours: 1) Suggested number of colours per poster: 2 to 4 2) Use high contrasting colours to distinguish background from text (i.e. a lighter background with darker text - avoid patterns).

Part 3: Saving PDF of Poster

PPT 365 Instructions for Windows Users	PPT 365 Instructions for Mac Users
1) Click **File tab** > Click **Save As** 2) Click **Save as type drop-down** > Select **PDF** 3) Click **Save**	1) Click **File** > Click **Save As** 2) Click **File Format drop-down** > Under **Export Formats, select PDF** 3) Click **Export**

Part 4: Poster Checklist

Poster pdf files are due: <mark>Friday, February 26th</mark>

☐ **Send poster PDF by email attachment to: ugfair@yorku.ca**
      Subject line: *YourLastName* POSTER 2021
      Filename: *YourLastName*_POSTER_2021

Content   *Content is up to you! Do include…*

☐Project title   ☐Your name   ☐Faculty & course (e.g., LAPS/ECON 1000)

☐Research question (or purpose of the project or thesis statement or hypothesis)

☐Abstract (in **plain language**, appropriate for a multidisciplinary audience)

☐Method or methodology or approach

☐Graphics reflecting the project (Bar graphs? Pie charts?)

☐Good quality illustrations, all labelled and attributed (zoom in to check image quality)

☐Results or conclusions or summary / Implications or take-away message

☐Have on hand separately…bibliography; survey instrument; your contact info (if you wish)

Design   *Design layout is up to you. Be creative!*

☐Dimensions **must** be: **60.96cm x 91.44cm (24" x 36")** (portrait or landscape)

☐Logical visual flow (the eye tracks from top left to bottom right)

☐Simplify. Organize. Focus on core ideas (not too wordy; not too much text)

☐Use colour and high contrast

☐White space/negative space

☐Appropriate font size
      70+ pt for poster title   40–50 pt for section headings
      24–34 pt for body text   16–20 pt for supplemental info (refs, contact info)

☐Easy-to-read text (consistent font choices)

☐Up to 10 words, 65 characters, per line

☐Leave a 2.54 cm (1") margin around poster

☐No need to underline poster title or section headings

Part 5: Awards Information & Criteria

Award Eligibility:
- Poster presenters must be present at the Fair to receive an award (barring advance notice with physician's note).
- Only one award per candidate (except *People's Choice* award).The group award is shared equally among group members participating in the Fair poster & presentation

Monetary Awards	Criteria for all monetary awards:
1. **Best lower-year projects – Dr. James Wu Prize** ● First prize - $500 ● Second prize - $250 2. **Best upper-year projects – Dr. James Wu Prize** ● First prize - $500 ● Second prize - $250 3. **Best honours thesis/MRP projects – Dr. James Wu Prize** ● First prize - $500 ● Second prize - $250 4. **Library Information Literacy awards** ● First prize $600 ● Second prize $250 5. **Best poster presentation awards** ● First prize - $500 ● Second prize - $250 6. **Best group project awards** ● First prize - $500 ● Second prize - $250 7. **ArtWalk award** ● First prize - $500 ● Second prize - $250	● Intriguing topic ● Clear, meaningfully written abstract which reflects the project well ● Clear research questions, methodology, conclusions, import ● Well-chosen sources ● High grade and, if available, positive instructor comments ● Use of plain language, suitable for a multidisciplinary audience ● Well-designed poster

Criteria for specific awards:

Information literacy awards:
- Use of appropriate search tools and search strategies
- Choice and evaluation of resources
- Understanding of growth as a researcher

Best group project awards:
- Evidence of collaboration and teamwork

ArtWalk awards:
- Aesthetically interesting; competent design & execution; engaging artist statement which reflects the project well; suitable for reproduction on e-journal cover.

Best poster presentation awards:
- **Poster design and layout:** legible; pleasing layout; includes images or labelled graphs which support the topic; creatively presented.
- **Poster content:** catchy, meaningful title; clear research question; key points reflected; data supporting conclusion; results are clear; written in plain language for a multidisciplinary audience; bibliography is available.
- **Presentation:** presenter is succinct, clear, engaging, enthusiastic; effectively conveys project and results; handles questions well; respects time constraints.