

Poster Guidelines

Set-Up Time

You will be able to set-up your poster anytime between 8:00am and 10:30 in the Event Center.

Poster Session

Posters presenters will be scheduled for a 60-minute period to be available to stand by their poster and respond to questions. Poster presentations are from 11:00- 12:00. Each poster easel will be numbered, this number will allow for guests to cast their vote on best poster presentation.

***Note:** It is preferred that you use Printing Services to print your poster, however, the OSR will provide a free tri-fold board for backing that opens to 36 H" x 48 W". Students interested in using a free OSR board must pick them up during the office hours (M-F 8:00 am- 5:00 pm) at CH 123.

Printing Services

- If Printing Services is to print your poster, the following guidelines should be followed:
 - Printing Services is *not* capable of simply printing a document at a larger size. The original document must be created at the intended print size.
 - Poster **must** be designed at size (36" x 48"), using PowerPoint, Adobe Illustrator, Adobe InDesign, or Inkscape.
 - Please do *not* use Word, Publisher, Pages, etc. to create your poster.
 - **All posters should be no bigger than 36" x 48" as to not take up too much space.**
 - Poster must be saved as a PDF with fonts embedded. (Mac fonts must be converted to outlines or images.)
 - All university logos must be embedded as vector files and must be approved by Public Affairs before they can be printed by Printing Services.
 - Symposium posters to be printed by Printing Services must be uploaded to the Printing Services website no later than April 20th in order to make the May 18th date.

For questions, please contact the Printing Services office (909) 537-5148

Location

San Manuel Student Union Event Center.

Poster Board Layout

Headings: Headings are useful in highlighting certain sections of your research. Headings should be bolded and in a noticeably larger font size than the main text.

