TEAM POSTER PREPAREATION GUIDELINE

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Poster Size: 36 in x 42 in. Make sure PowerPoint page is set to 36 in height and 42 in width. Font size: Depending on the font used, poster title should use a font size of 100 to 300 bold; heading font size 50 to 80 bold, text font size 40 to 70. (PPT file only; not on paper; feedback will be provided for revision before the poster is later printed on poster board for final submission)

- Several sample poster boards from previous semesters are available below in JPG format.
- You are encouraged to visit the Department of Mechanical Engineering, view and study displayed poster boards for content and style.
- Each poster must have the photos of student team members and their names. Include advisor names, but their photos are not required.
- Organize items (photos, tables, figures, text blocks) logically.
- Do not use long sentences or paragraphs. Limit text to one or two short sentences at a time.
- Where appropriate, prefer bulleted items. Fewer the words, better the chance people will read them.
- Upper central part of the poster gets the most attention. Hence, place an attractive item (photo, figure or block diagram) in that portion of the poster.
- Layout must be such that the poster should not look cluttered, nor should it look empty.
- Allow sufficient blank space between items.
- Allow sufficient blank space around the edges of the poster board - top, bottom, right and left margins should all have some blank space left.
- Do not use a too colorful background photo. Prefer uniform, darker colors in the background with lighter or white text. When a photo is used as background, try to play with its "transparency percentage" to fade the photo not to clutter the text.

- White background and black text may be ok, but it looks too bland and does not stand out when displayed in a large area.

- Make sure the poster has hard/thick backing material (minimum 3/16 inch thick) so that it will not fold. Printed poster must be glued to the hard backing professionally.

- For backing, black or white self-adhesive foam core with a minimum 3/16 inch thickness is strongly recommended. Make sure the poster board will not curve.

- EIC Large Format Printing Services: EIC has the capability of printing large posters that are 36 inch high, and up to 42 inches wide. They can laminate and mount your poster in foam board inexpensively, and you do not have to leave the building. For more information on this service, please visit their website at http://www.eic.fiu.edu.

- You can reach sample posters at the course site.