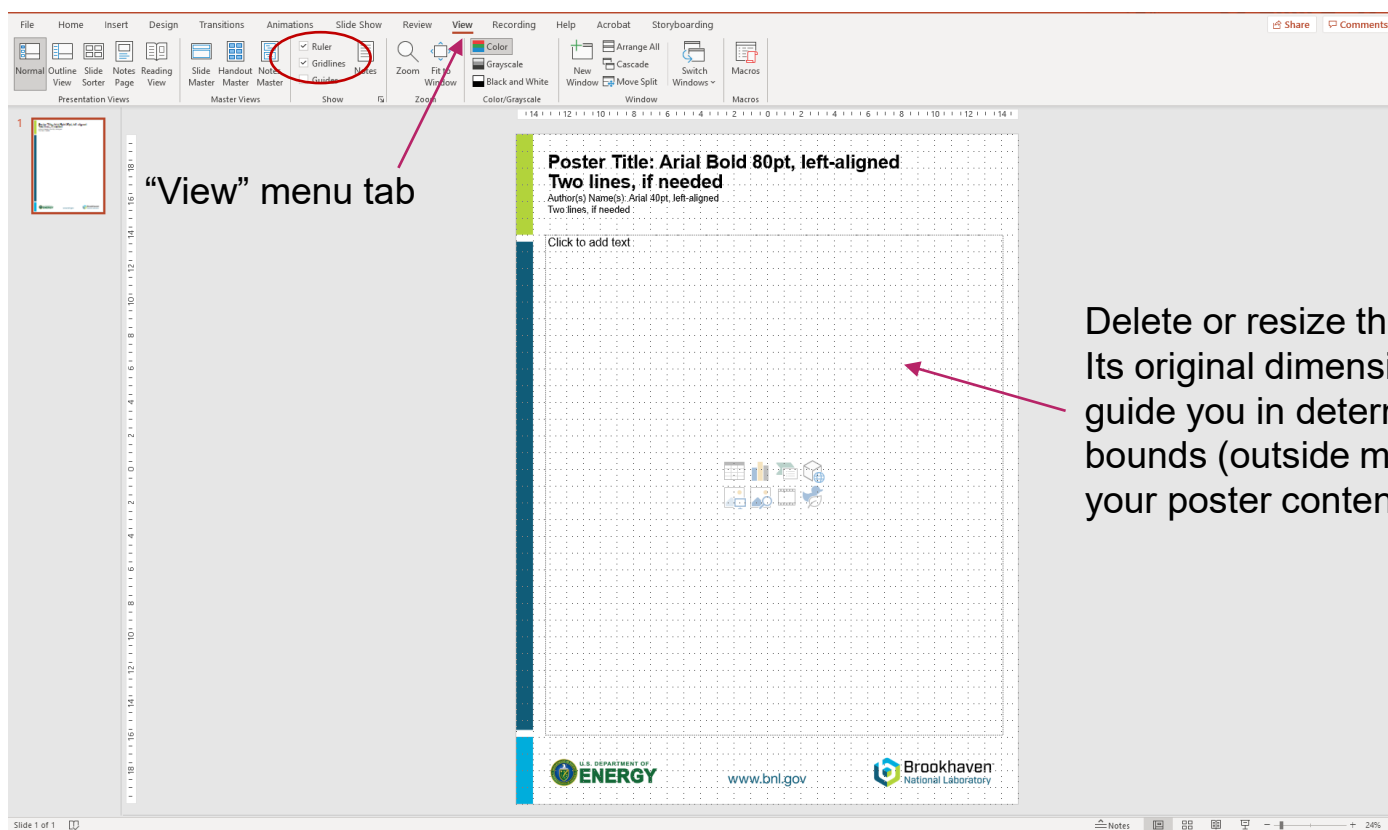# Large Format Poster

- Provides a brief overview of your work
- Initiates a discussion
- Attracts attention
- Enhances discussions with illustrations
- Stands alone and displays your project to others

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Preparing the PowerPoint document, 1

- Download the BNL Poster template from:
  - OEP resources page, Poster References, Poster template
    - https://www.bnl.gov/education/resources.php
  - BNL Brand Center (https://www.bnl.gov/brandcenter/templates.php)
    - Click on Posters button
    - Click on "Download Posters Template" dropdown
    - Download this template: Poster 30" X 40" Portrait as a PPT
  - Save template on your computer.
- Launch PowerPoint and open template.
- Use "File | Save As.." to rename and save template as a PowerPoint document.
  - Use the OEP document naming convention.

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Preparing the PowerPoint document, 2

Click on View menu tab and then toggle Gridlines (already selected) and Ruler as preferred. Use the guidelines and ruler to align text boxes, etc.


"View" menu tab

Delete or resize this text box. Its original dimensions should guide you in determining the bounds (outside margins) of your poster contents.

Preparing the PowerPoint document, 3

Text, pictures and charts can be added using the "insert" tab. Pictures can be pasted directly from the clipboard or inserted from a file.

"Insert" menu tab

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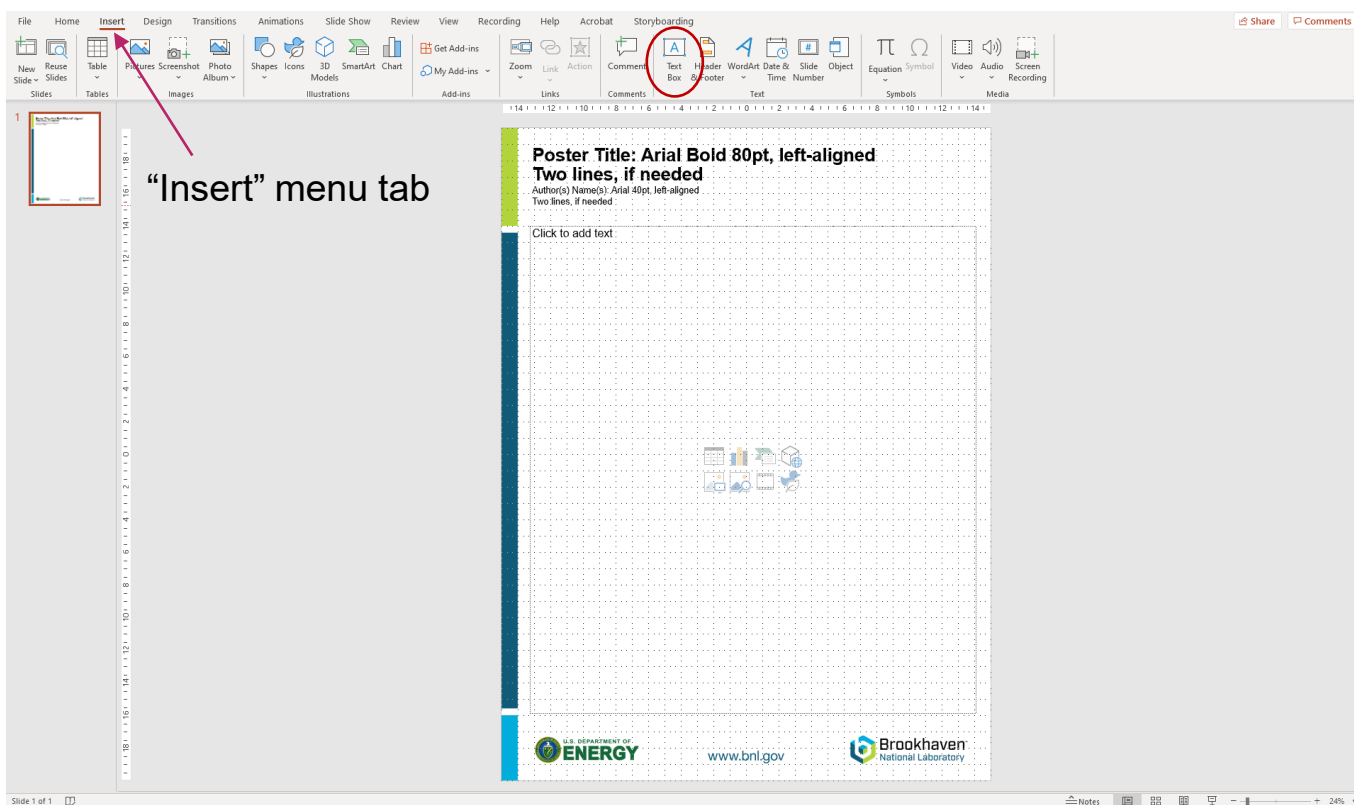
Preparing the PowerPoint document, 4

Roughly set up the layout of your poster using shapes and text. Use the gridlines and ruler to help. Other layout configurations are possible depending upon your contents.

Be sure to include your school logo!
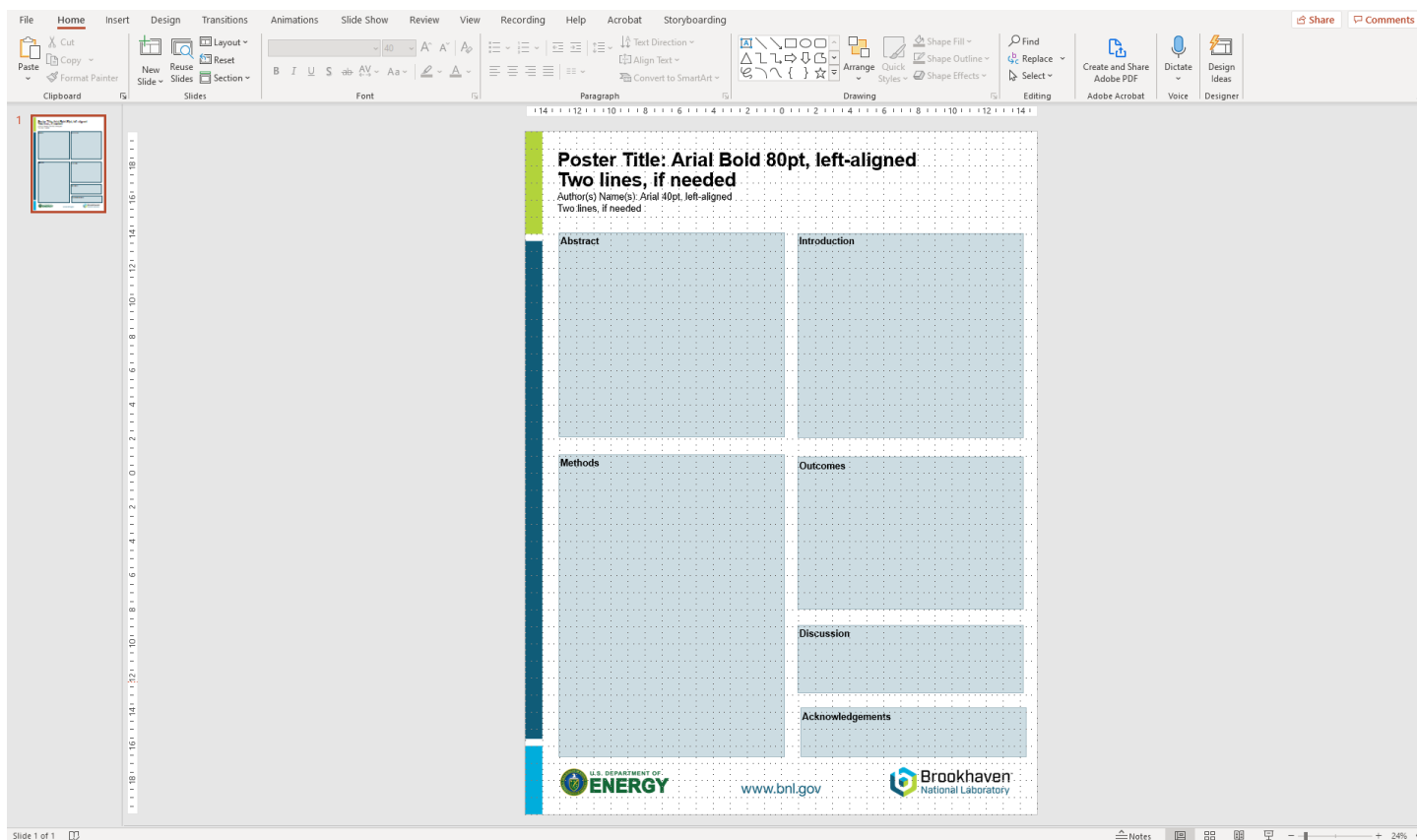
Required Poster Elements

- Title, your name and institutional information, your mentor's name and BNL information
- Abstract
- Introduction & Hypothesis
- Methods, Materials, & Results
- Discussion & Conclusion
- References
- Acknowledgements
- School logo(s) and, if appropriate, funding program

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Style pointers

- Headings: consider sans serif fonts such as **Arial Bold.**

- Body: Arial is the preferred font throughout; avoid long blocks of italic text at all costs.

- Limit your fonts on a poster. Your goal should make it "easy to read" and not "artful."

- Use **bold** rather than <u>underline</u> for emphasis.

- Use 44 point font for titles, 28 point for subtitles and 18 point for body text.

- Use a white or light background with unsaturated colors.

- Make it easy on the eyes. Include graphics and bullet points.

- Shaded backgrounds and outlined sections are permissible.

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Poster submission

Submit poster to OEP as a PowerPoint document.

Since we may wish to print a hard copy of your poster, native PowerPoint is the best format for us. This means you should only be using MS PowerPoint application to create your poster.

Submit poster to DOE. (SULI, CCI, and VFP interns only)

All SULI, CCI, and VFP interns must also submit the poster as a PDF file to the WDTS web site for their program.

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