Conference Poster Assistance and Printing

Prepare your materials.
>Use Word to create your copy.
>Proof copy and images as much as possible within Word.
>Transfer your text into our PowerPoint template (available online).
>>*You'll need to replace our copy with your copy.*
>Avoid heavy edits while working in PowerPoint.

Keep to logical progression/formality of material.
>A common poster structure is: **Introduction - Abstract - Research - Graphs - Evidence - Conclusion - Acknowledgments**.

Determine size of poster.
>Refer to your provided **conference guidelines**.
>Common poster sizes are 48x36" and 32x40".

Use our Template, if possible.
>Use the NIU logo as seen on the template. Do not alter this logo.
>Change the poster size in "File/Page Setup", if needed.

Keep an eye on your design.
>Avoid the temptation to change colors or add graphics that do not assist in conveying your message.
>Keep font sizes, colors and choices **simple and consistent.**
>Different color shades can get lost in the printing process and make text hard to read. Be very careful when using dark background colors behind text.
>Uneven margins should be fixed before saving.
>Introduction of a downloaded, non-system font can interfere with your design efforts and printing. Try to avoid this.
>Avoid crowding your poster. Open, empty space is not always a bad thing.

Imported Images.
>Avoid pulling images directly off the web. Their resolution may be too low for printing.
>Avoid using copyrighted materials.

Submit the file to be printed as a pdf.

Name the file appropriately.
>Include your last name and something that indicates the topic.
>Avoid calling your file "PowerPoint poster".

Do not submit a file to be printed that is not ready!
>Wait until all your changes have been made and the poster is 100% approved and ready.
>We will NOT reprint your poster.

Submit your file to go.niu.edu/csrequest.
>There is no charge for your poster, but we will need to acquire a NIU account number. This can be supplied by faculty/staff, or we can contact them for it. Allow at least one business day for us to print your poster, unless it is submitted in a group of posters. We do not provide poster printing for classroom projects, assignments and non-conference uses.