

Guidelines for Preparing Posters:

42nd Annual National Institute on the Teaching of Psychology

Author Name
Affiliation



GENERAL INFORMATION

- An excellent poster is well-organized, uncluttered, and aesthetically pleasing. Focus on simplicity. Include only elements that add significantly to your poster presentation and highlight key points.
- Participants should be able to understand the poster's major ideas after a brief perusal, but your poster is not complete without YOU! The poster presentation is a teaching moment. The poster sets the stage and supports you as you present your work, engage in discussion, and answer questions.

PREPARATION

Overall size:

- Your poster should be no larger than 3 feet high and 4 feet wide in a horizontal orientation. Poster stands and pushpins will be provided.

Title:

- Use a crisp, descriptive title. Posters often present this title in a banner across the top with the title, authors' names, and affiliations. Presenters typically use their institution's logo and color scheme in this banner.
- The font sizes in this banner should be 48-72 point font (~1 inch).

Arrangement:

- An abstract or introductory paragraph in the upper left corner and a concluding statement/paragraph in the lower right hand corner can provide bookends for the content of your poster.
- Between these bookends, text and illustrations (tables, graphs, photographs, etc.) are organized into sections. Material organized into columns is easier to follow than rows.

TEXT

- All text should be readable from a distance of 3-4 feet (20-36 point font)
- Use titles for each subsection in a larger font to guide the reader.
- All text should be printed, not handwritten.
- Numbered/bulleted lists, short concise paragraphs, and the use of normal text case (upper/lower) can communicate ideas effectively and attractively.
- Color can be used to frame each section and enhance the readability of subtitles.

ILLUSTRATIONS

- Illustrations may include tables, graphs, or photographs.
- Illustrations should be simple and bold.
- Illustrations should use headings, labels, legends, etc. to orient the viewer.



Figure 1. A NITOP 2019 poster presenter shares information with attendees.

HANDOUTS

- Handouts containing a summary, relevant illustrations and supplemental information should be made available during the poster session. Please bring copies of your handout and prepare a sign-up sheet on which participants may request a copy of your handout if your supply is exhausted.
- Be sure to fulfill all requests for handouts after the Institute.

INSTITUTE INFORMATION

- Dates, times, and poster numbers will appear on the NITOP website (www.nitop.org) and in the online conference program.
- Posters must be set up by the time designated below. So that participants can view the posters and obtain handouts during their personal free time, posters in Sessions I and II should remain on display until noon the following morning. Posters in Session III should be removed after the session.

Poster Setup Deadlines and Session Times

Friday by 10:00 a.m. for Session I, 1:45-3:00 pm
Saturday by 2:00 p.m. for Session II, 4:45-6:00 pm
Sunday by 2:00 p.m. for Session III, 5:00-6:15 pm

- At least one author must remain with each poster during the poster session.
- No audiovisual equipment or electrical outlets will be provided unless the cost is borne by the presenter and arrangements for this equipment are made in advance.

SUMMARY

- NITOP poster sessions offer you the opportunity to share your teaching ideas and research in an informal environment with other participants.
- Have fun and be creative!