Guidelines for Preparing Posters:  
44th 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.

HANDOUTS

• Handouts containing a summary, relevant illustrations and supplemental information may 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
Monday by 10:00 a.m. for Session I, 1:45-3:00 pm
Tuesday by 1:45 p.m. for Session II, 3:15-4:30 pm
Wednesday by 1:45 p.m. for Session III, 3:15-4:30 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!