

# Poster Checklist

## Before you start...

**Think about your audience** —Your poster will need to convey your project or research so that a mixed-discipline, non-specialist reader will understand what you are explaining.

**Think about sizes** — Your poster can be in either portrait or landscape orientation but must be **A1 dimension**.

**Think about file type** — Remember to save your poster as a PDF once ready to send to us.

**When is the deadline?** — You must send your poster electronically to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) by **midnight, Tuesday 23rd January 2018**. The Sustainability Service will be covering all printing costs so there is no need for you to print.

## Images

**Do you have all the tables, logos, photographs and diagrams you need at a usable size and resolution?** - The inclusion of one or two carefully chosen images can be a very powerful way of drawing people's attention to your poster.

**Do the images or diagrams illustrate a certain point that can't be done by text?** - If not, take them out.

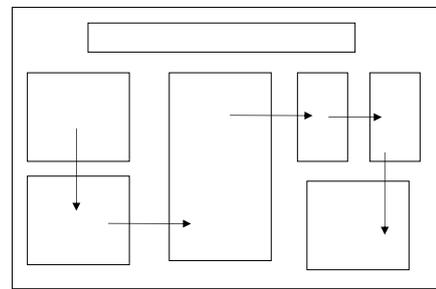
**Do you have space for captions for images and are they being referred to in the text?** - Make sure that they are placed close enough to the text that introduces it.

## Layout and format

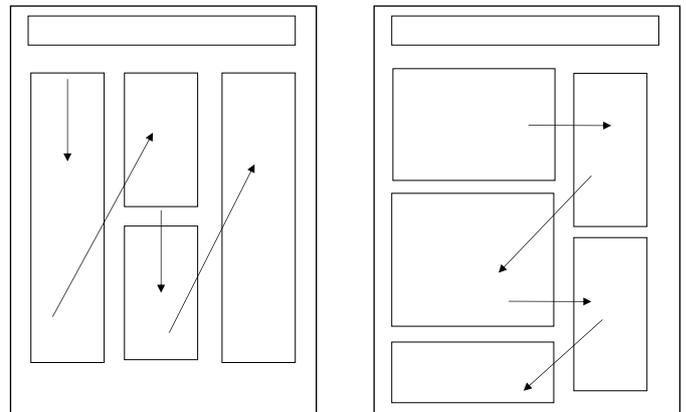
**Think of the structure of your poster**— How is the information going to flow across the page so the readers eye naturally follows? Try experimenting before settling on a preferred layout (fig.1).

**Choose a font that is easy to read**— As a rough guide, your poster should be readable from a distance of 1m. A minimum font size of 24 is recommended if using Arial (preferred style), however this will depend on your choice of font.

**Don't forget your name and title** — Your name along with any supporting colleagues, departments or external partners should be acknowledged at the bottom of your poster.



(Figure. 1)



Your title should be clearly visible at the top. The University of Leeds logo should also be displayed in the bottom right hand corner of the page (template available on the applications webpage).

**Have clear sub-headings** —These will break up your text, and help the reader understand the flow of your work (e.g. Introduction, Methods, Data Collection, Results, Conclusions). The point of a poster is to give a taste of what your research is about; more detail than an abstract but not an in depth explanation.

## Colours

**Choose colours that work together** — Using one main colour and two accent colours for text is usually sufficient. Use colour sporadically to highlight particular aspects of information.

**Stick to light or white colour for the background**— Avoid using a black background with white text. This uses unnecessary ink!

## Before you finish...

- ◆ Have you spell checked and made sure your margins are how you want them?
- ◆ Have you given enough room for images, tables and diagrams?
- ◆ Is everything you have in your poster conveying the message you want to get across?

