Instructions for symposium posters

For the symposium again this year, your students can create their posters in PowerPoint as they would for a professional conference.

You should have the poster templates (in PowerPoint) that were created for each of your schools. Your students will need to add text, photos, charts etc., as well as their own title and section headers in the appropriate spots. The PowerPoint files can then be emailed back to me and we will print them for the symposium.

The poster templates are laid out in three columns. There is a main title box and section headers. Below each section title are text boxes where text, photos or charts can be entered. Your students may move text boxes around, change the size of the text boxes, and play around with the design of the poster.

Here are some general guidelines for the posters:
- Do not change the margins of the poster
- Do not change the finished size of the poster
- You may adjust font sizes within the poster, but do not go below font size 24 for regular (body) text or 34 for headings
- Use white background for your poster (large areas of color use too much ink)
- Please compress all photos in your PowerPoint poster by:
    - Right clicking on any photo in your poster
    - Select 'Format Picture'
    - Click on 'Compress'
        - Under 'Apply to:' choose 'All pictures in document'
        - Under 'Change resolution:' choose 'Print'
        - Under 'Options' check 'Compress pictures'
- Please make certain that the entire file is under 20MB
- ***PLEASE CONTACT ME IF YOU HAVE ANY PROBLEMS OR QUESTIONS!***
- ***PLEASE NOTE THAT WE NEED AT LEAST A WEEK TO PRINT YOUR POSTER!***

There is some good guidance on what to include in a poster on pages 157 and 160 of *Watershed Dynamics*. In addition, the section on *Presenting Research Results*, beginning on page 154, might be helpful to your students as they prepare their oral presentations also. Check your SWRP manual also for guidance.