

Baqiyatallah Medical Sciences University, First Student and Research Festival Poster Preparation and Presentation

1. A scientific poster is a large document that can communicate your research at a scientific meeting. It should have least text and more figures. A person should be able to read your poster in 10 minutes.
2. For a student, poster presentation is the first step and opportunity to present his ideas in a scientific meeting. Students usually present two or three posters to become familiar with scientific discussion, how to answer questions, establish collaboration with other scientists and become confident.
3. There are two basic types of poster: One piece poster [usually prepared with power point] and Multiple piece poster [prepared with A4 size papers pasted on cardboard].
4. For the festival, the usable area of the poster board will be **90 cm wide x 120 cm long** (approximately 35 inches high x 47 inches wide). Your poster should be arranged like a page with several columns so that it can be read from right to left and from top to bottom.
5. **Poster text font size:** The text should be large enough to be easily readable from 4-5 feet distance. Do not select font size which is too small to be read. Usually 20 -22 font size is appropriate for poster. The title of poster should be in larger font size to be readable from 15 feet distance. You can print the selected font size on an A4 size paper and throw it on floor. If you can read the text while standing, it is proper size.
6. **Poster text legibility:** Do not select font type that is not easily readable. Make simple sentences for your poster so that the visitors understand your language.
7. **Parts of Poster:** Top Part: The **top of the panel** should contain the **logo** of Baqiyatallah University, the poster **number**, **title** of the poster, and the names of the **authors** and their **affiliations**. The **e-mail** of your supervisor should be in the last line. The middle part: Introduction [1 A4 size paper], Methods [1 A4 size paper] properly drawn figures, photographs, charts and diagrams [minimum 4 figures] will be easy to read in the middle of the poster board. The last part: Results + Conclusion [1 A4 size paper], References (maximum 6 references) and Acknowledgment [1 A4 size paper].
8. **Tables, Figures, Graphs, and illustrations** should be kept relatively simple to maximize legibility, and numbered and arranged in the sequence in which they will be viewed. All the figures should have a short legend. Lines in illustrations should be heavy. Symbols, letters, and numbers should be large enough. Good quality **color print photos** should be selected for poster. **Proper contrast** between letters and background is important.
9. **For poster presentation at the festival:** Set up the poster about 30 minutes before the session begins. Wear your badge. Be familiar with your neighbors. **Do not leave the poster once the session begins**. Take pencil/pen and blank papers with you for help with discussions and answering questions. Carry with you: A roll of labeling tape and a black felt-tipped pen so that any newfound errors can be repaired; Thumb tacks or long and short pins; Pen and paper to facilitate discussion of important points; An eraser and/or print-covering correction fluid in the color(s) of your poster; Razor blade/scissors; Glue; Copies of abstract [20 – 30 copies] and important figures of your poster.
10. While presenting the poster, when someone asks a question, you should be very clear and use simple language in answering. Avoid technical jargon and highly specialized vocabulary, and unfamiliar abbreviations. Have direct eye contact with your audience. Explain figures clearly in simple language. If you don't know the answer, you make take e-mail and reply later.

Movafaq Bashid(MRH)

src.bmsu.ac.ir